STATE OF INDIANA

AUDITOR OF STATE
CONNIE K. NASS

SPRING ABSTRACT MANUAL
FILING ELECTRONICALLY

The Auditor of State is pleased that the County Auditors are filing the Spring Abstract electronically.

Several questions always arise when completing the abstract, because this is a process done once a year. We have developed the following manual to help guide you through the process.

The Introduction and Part I. II, III and IV of this manual are primarily for the use of the abstract worksheet. Part V of this manual provides information about the abstract data.

If you have any questions, please contact:

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REQUIREMENTS

There are a few hardware/software requirements needed in order to complete the abstract worksheet:

  1.   IBM compatible PC.
  2.   Excel spreadsheet software.

Questions regarding your ability to meet the requirements should be directed to your Data Processing Manager or Hardware Vendor.

It is **STRONGLY RECOMMENDED** that this manual is read prior to using the abstract worksheet.

Some of this material will refer to your system and Excel worksheet software. As you perform part of the tasks, you may need to refer to your system and Excel software instructions. Since the Auditor of State's Office is not familiar with all the different systems that county auditors have, it is impossible to write instructions specific to each county's system.

DISCLAIMER

The abstract worksheet is the sole property of the Auditor of State's Office. Unauthorized use is strictly prohibited. The mathematical formulas in the worksheet are subject to manipulation by the user, whether authorized or unauthorized, all warranties and liabilities for false or incorrect mathematical calculations are disclaimed by the
Auditor of State's Office

Do not become overwhelmed by the length and detail of this manual. Using the worksheet is much easier than what it may first appear.

This manual will take you step by step through the process of preparing the abstract.

To the right of Section Five are Review Columns. These columns will help you analyze the grand total current taxes, property tax replacement credit, STATE, COIT and CEDIT homestead credit and rounding adjustments made to the county general fund amount. The review columns will help you determine if the abstract appears to be correct prior to submitting it to the Auditor of State's Office.

The review columns and the steps to enter data will be discussed at length later in this manual.

The worksheet will be delivered to you loaded with your county's taxing district names, DLGF taxing district codes, fund names and tax rates. You will enter to the worksheet assessed value data, current taxes charged including property tax replacement and homestead credit amounts, delinquent taxes and penalties and, if any, TIF data. Formulas in the worksheet will calculate all totals and the allocations of taxes between the funds in Sections 2 through 4.

IMPORTANT

There are predefined formulas in the worksheet *DO NOT* change any formulas or ADD, or DELETE ROWS and/or COLUMNS. Changes made to any of the formulas will cause calculation errors.

The worksheet also contains the taxing district names, DLGF taxing district codes, fund titles, tax rates, property tax replacement credit rates and homestead credit rates specific to your county. These items *ARE NOT to be changed in anyway.*

Data is only to be entered into unprotected cells. *DO NOT remove protection from any of the protected cells*. If any of the preloaded data in the worksheet is incorrect please contact Brenda Alyea or Janie Cope immediately.

ABSTRACT PROCESS OVERVIEW

- State Auditor sends to Department of Local Government Finance (DLGF) an Excel worksheet.

- Once DLGF certifies tax rates for a county, then DLGF loads to the worksheet the county's taxing district names, DLGF taxing district codes and tax rates including the property tax replacement credit and STATE and COIT homestead credit rates.

- DLGF returns worksheet to State Auditor.

- State Auditor's Office sends worksheet to County Auditor's Office either by e-mail or by regular mail on a CD-ROM or diskette.

- County Auditor enters to worksheet Section 1 and Section 5 data for all taxing districts and, if applicable, all TIF District information.

- County Auditor verifies data entered to worksheet is correct and reviews the Review Area difference columns.

- Once the County Auditor determines that the differences in the Review Area difference columns are rounding differences, then the County Auditor returns worksheet to the State Auditor via e-mail or by mail.

- State Auditor's Office verifies that the information entered into the worksheet appears to be complete and correct.

- When the State Auditor's Office has verified that the information on the worksheet appears to be complete and correct, then the County Auditor is notified that the abstract is approved.

- The State Auditor's Office will distribute the one printed copy of the abstract and the two coversheets to the county and one printed copy of the abstract to the DLGF. **Your County will not receive an official approval letter until the State Auditor has received one completed and signed coversheet and two tax rate sheets.**

GETTING STARTED

The following instructions will assist you in accessing the Excel Directory, loading the worksheet and saving a copy of the worksheet for a backup.

1. Accessing the Excel Directory on your PC:

    A. If there is an Icon set up to access Excel, then double click on the Icon to start Excel.

    B. If there is no Icon, click on the Start Button in the lower left-hand corner of the screen and go to the Program Menus. Find the Excel icon and double click.

    C. When Excel is opened, a blank worksheet will display.

If you are using Excel 2000, then go to page 14 of this manual before proceeding. Otherwise proceed to 2.

2. If the abstract worksheet was delivered to your county via e-mail, then save the worksheet from the e-mail to your PC.

    A. Open E-mail

    B. Right click on the attached file and choose **"Save As" (DO NOT OPEN ATTACHMENT)** and follow the instructions in Step 4 to save the abstract to your "C" drive, or the network drive.

3. If the abstract worksheet was delivered on a diskette or CD-ROM, then open the worksheet from the diskette or CD-ROM as follows:

    Open Excel, click on the file folder in the upper left-hand corner, (Open). This will take you to the Open File Box, to open the worksheet from a diskette change the directory to "A", or to "D" to open from a CD-ROM. When the directory has been changed, you will see the worksheet filename, hi-lite the filename and click the OPEN button. The abstract worksheet should now open.

4.   Saving the worksheet to the PC hard drive or network.

     A.   Saving to PC hard drive

          Select File from the menu bar and drag the mouse down to **"Save As"** Change the directory from "A" to "C" The file can be saved directly to the "C" directory, but it is advisable to create a subdirectory of "C". If further assistance is needed creating the subdirectory, please contact your in-house systems personnel.

     B.   Saving to network hard drive.

          Select File from the menu bar and drag the mouse down to **"Save As"** Change the directory to the network directory. If not sure of network directory designation consult in-house systems personnel. If further assistance is needed creating a subdirectory of the network, please contact your in-house systems personnel.

NOTES

PART I

WORKSHEET DATA ENTRY

SETTING MACRO SECURITY

If you are using Excel 2000, then the macro security must be checked prior to opening the abstract worksheet.

If you are using an earlier version of Excel, then there is not a macro security option to check.

If you are using **Excel 2000**, then the macro security must be set at the medium level. If it is not set at the medium level, then the worksheet macros will not work properly.

To set the Macro Security do the following:

      1.   Make sure you have a blank worksheet open.
      2.   Select "TOOL" from the menu bar.
      3.   Select "MACRO" from the drop down menu.
      4.   Select "SECURITY" from the second drop down menu.
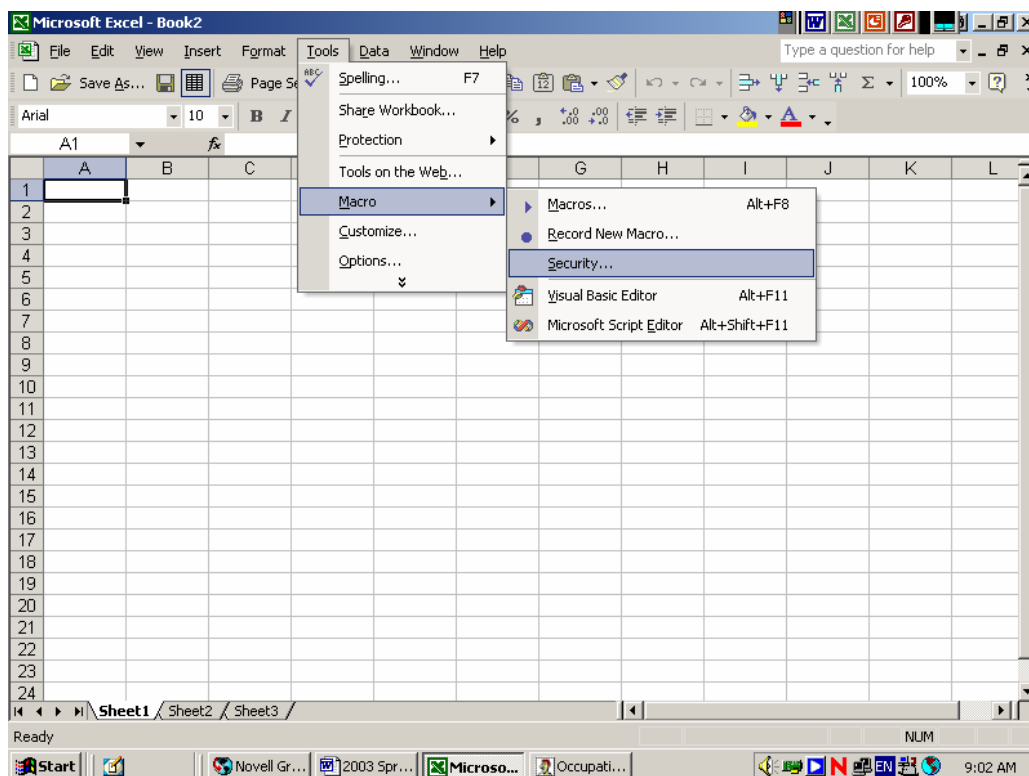
When the "Security Option" has been selected the following screen will appear:
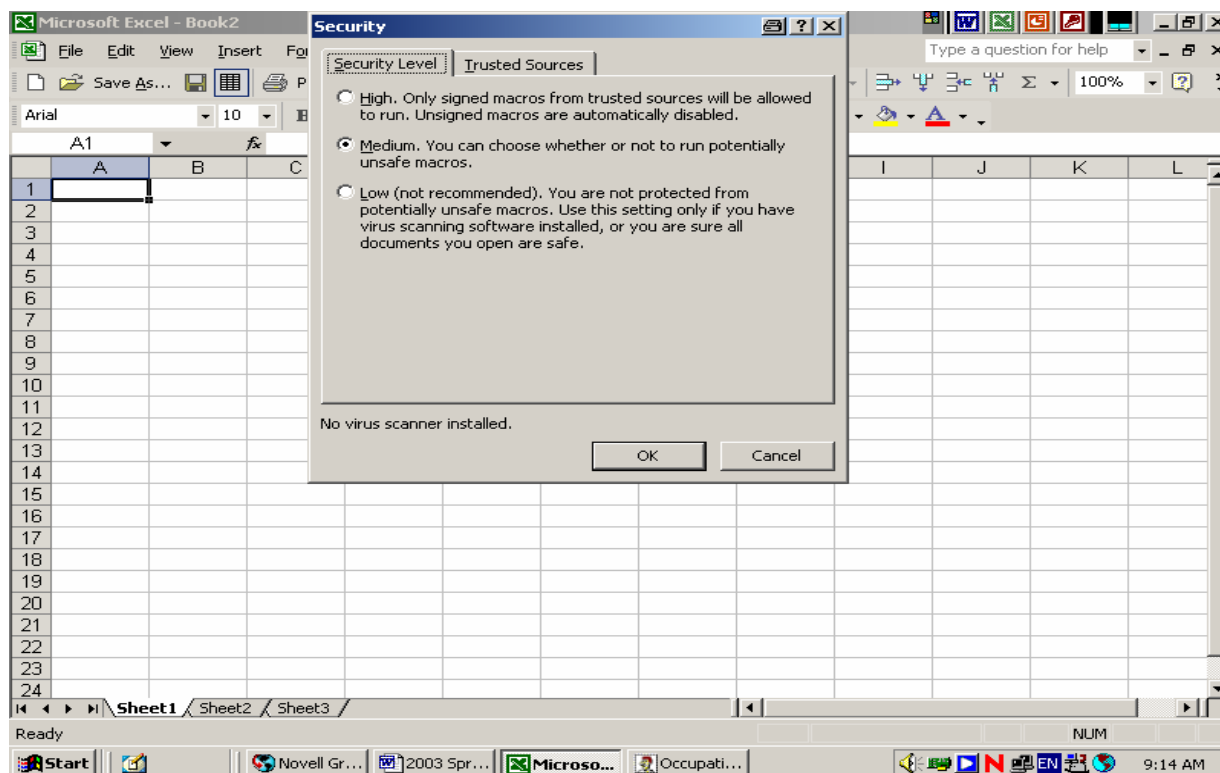
Make sure the "Security Level Tab" is selected. There will be three options to choose from. Select the middle option ""**MEDIUM" You can choose whether or not to run potentially unsafe macros**."

After the "MEDIUM" option has been selected click the "OK" button. You will return to a blank worksheet.

Now the abstract spreadsheet can be opened to save the worksheet, or start data entry.

DATA ENTRY

The following instructions will guide you through the data entry process. If you have questions at any time during this process, please contact the Auditor of State's Office.

Abstract worksheets are preloaded with the county name, taxing district names, DLGF taxing district codes, fund titles, tax rates, property tax replacement credit rates and STATE and COIT homestead credit rates.

There are three main areas of data entry that need to be completed, Section 1, Section 5 and, if applicable, TIF data. These areas will be explained in detail.

To open the abstract worksheet you will select from the Excel menu bar "File", then from the drop down menu select "Open" and in the Open box you will locate where you have saved the worksheet. Once the worksheet file has been found, then hi-lite the worksheet file name and click open. As Excel begins to open the worksheet the following screen will appear.
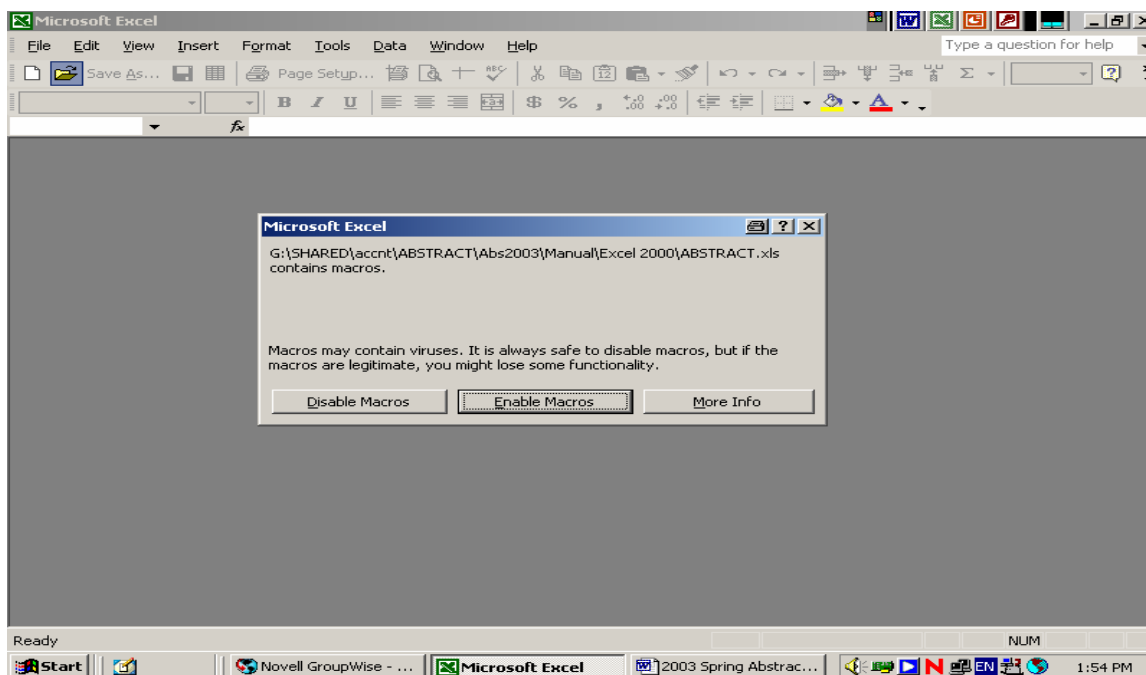
Select the middle option **"Enable Macros".** After the macros have been enabled, the spreadsheet will open.

Once the worksheet has opened then the following disclaimer form should appear. **If this disclaimer form does not appear, then the worksheet macros are not working**. You must close the worksheet without saving it and if you have Excel 2000, then check the macro security setting to make sure if the security is set at medium. Please refer to "Setting MACRO Security" section of this manual. If you do not have Excel 2000 or you do and the macro security is set at medium, then as the worksheet opens make sure the Enable Macros option is selected (See previous page).

After the worksheet has been opened and the following disclaimer has appeared and after you have read and understood it, then click the OK button to continue.
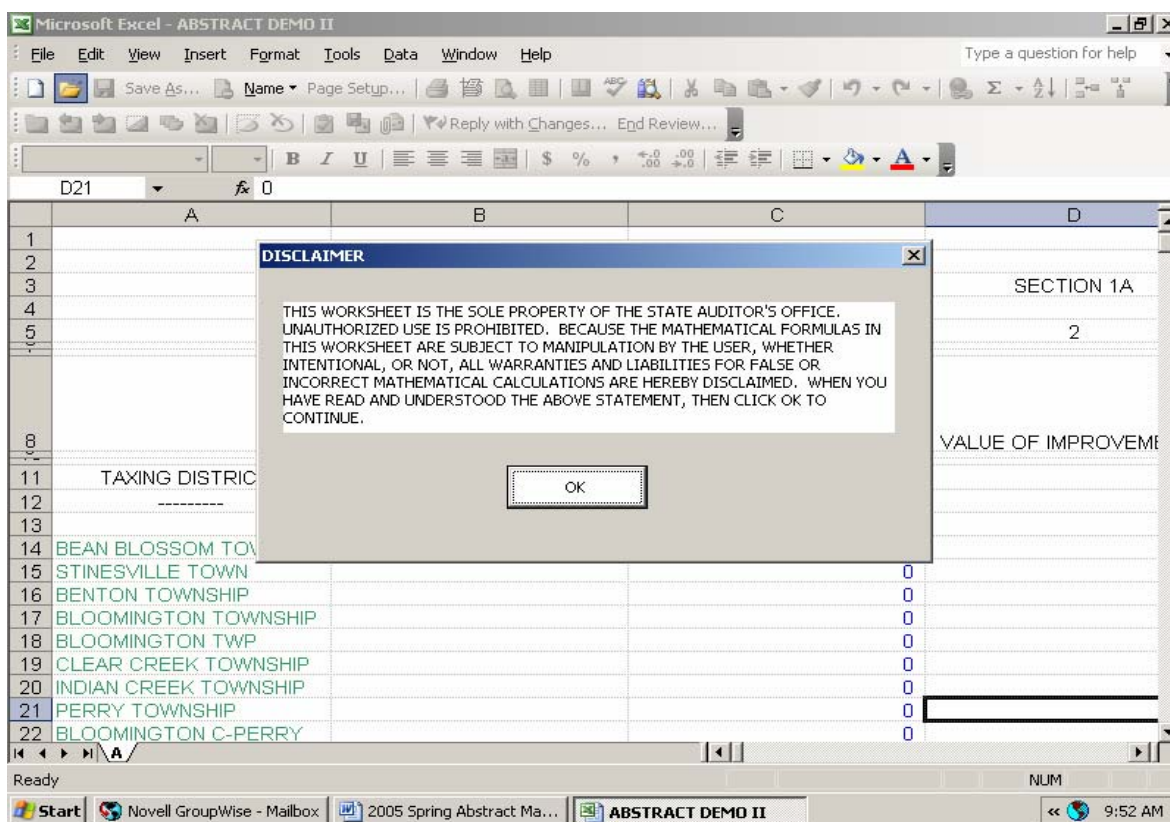
After the OK button has been selected, the "Main Menu" will display. There are three options to the Main Menu.

To begin data entry, select the "Data Entry" button and then click the "OK BUTTON FOR DATA ENTRY OR DATA REVIEW".
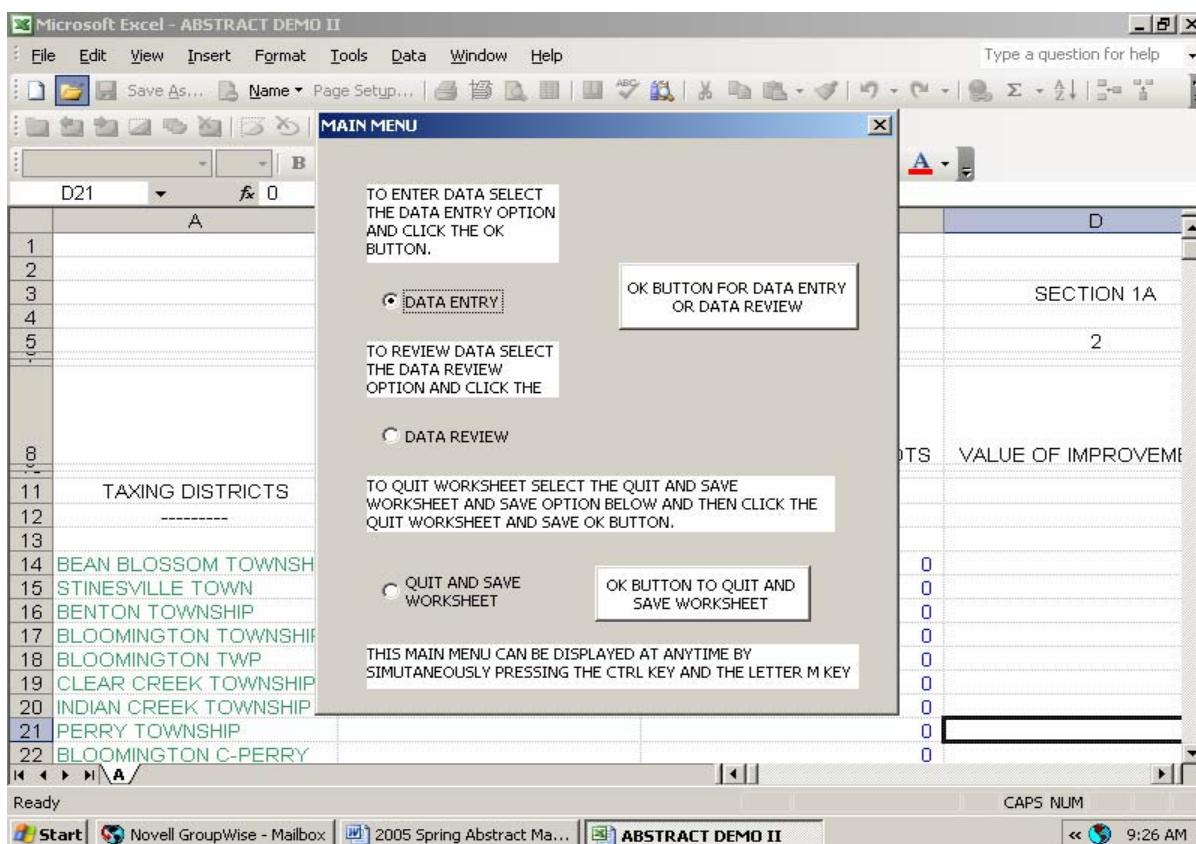
When OK has been selected the "Data Entry Menu" will display. If your county has TIF District(s), then the first data that you will need to enter will be the TIF Data. You will need to refer to PART II "TIF DATA ENTRY" of this manual to complete the TIF data.

If your county does not have TIF District(s), please continue to the next page.

ENTERING VALUATIONS AND DEDUCTIONS IN SECTION 1

From the "DATA ENTRY MENU" select the SECTION 1 button and click the OK button.
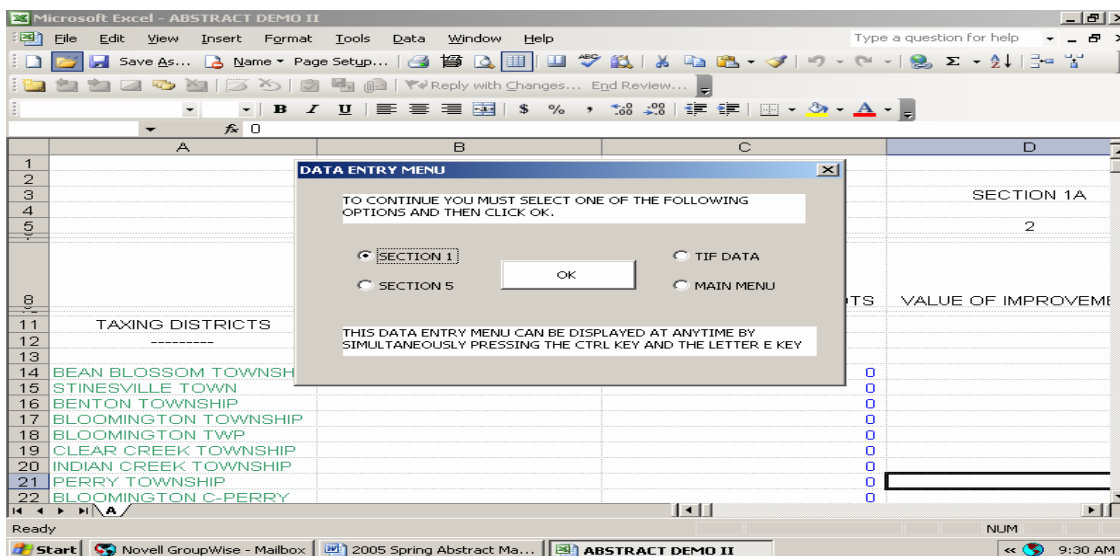
After the OK button has been clicked, then you will be taken to Column 1 of Section 1A of the first taxing district line. Enter amounts in the value and deduction columns in Section 1A and 1B. **DO NOT ENTER** amounts in the total columns, the worksheet will automatically calculate the total columns.
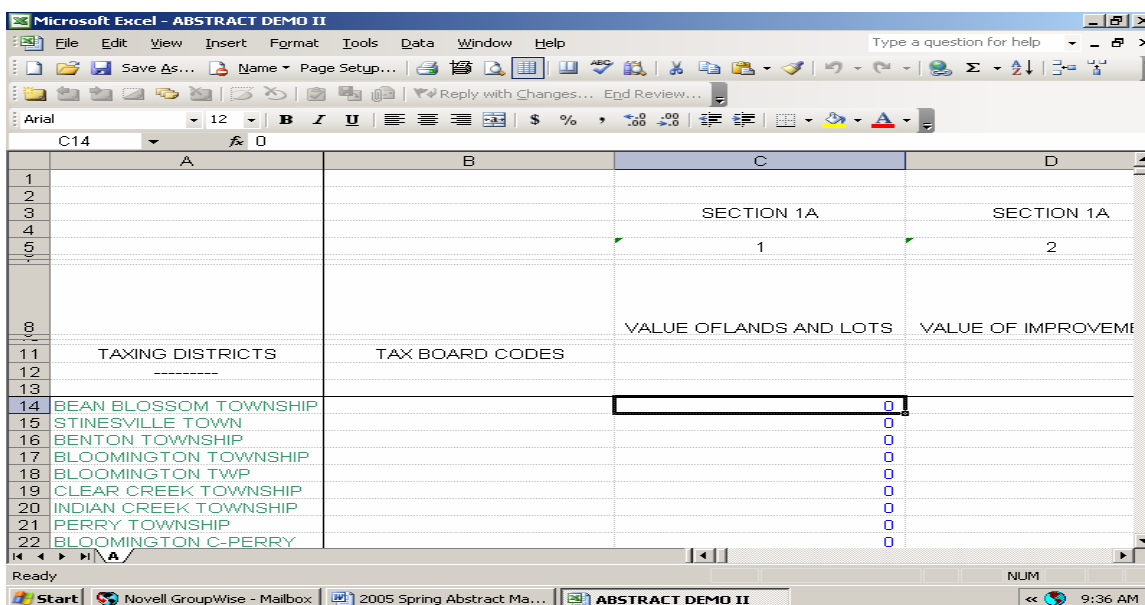
Counties with TIF District(s) will have data in Columns 13 and 18 in Section 1A and Column 29 of Section 1B in the TIF District(s) lines. Please refer to PART II "TIF DATA ENTRY" of this manual for instructions on data entry procedures.

In order for the Auditor of State's Office to verify the STATE, COIT (if applicable) and CEDIT (if applicable) Homestead Credit amounts entered in Section 5, Net Residential Values **MUST** be entered in Column 33 of Section 1B.

The amount to enter in Column 33 "Total Net Residential Value" is the net residential real estate value eligible for homestead credit.

All values and deductions in Section 1A and 1B are to be entered as positive amounts.

NOTE: Government owned parcels are NOT entered on the abstract.

ENTERING SECTION 5 DATA

Select the SECTION 5 button on the "DATA ENTRY MENU" and click the OK button.
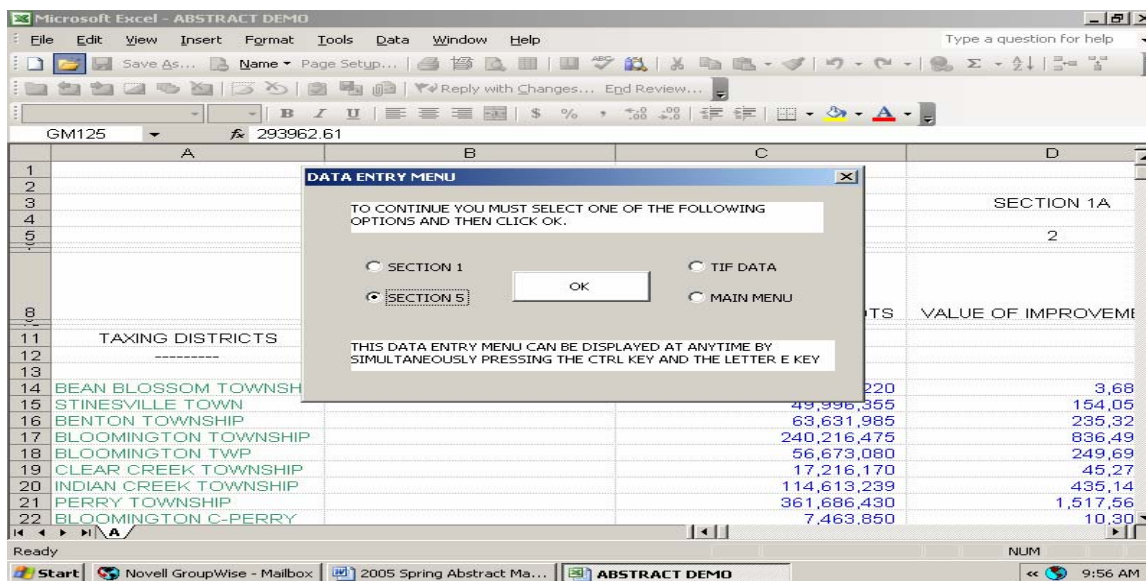
From the Section 5 DATA Menu select the Grand Total Current Taxes button and click the OK button.
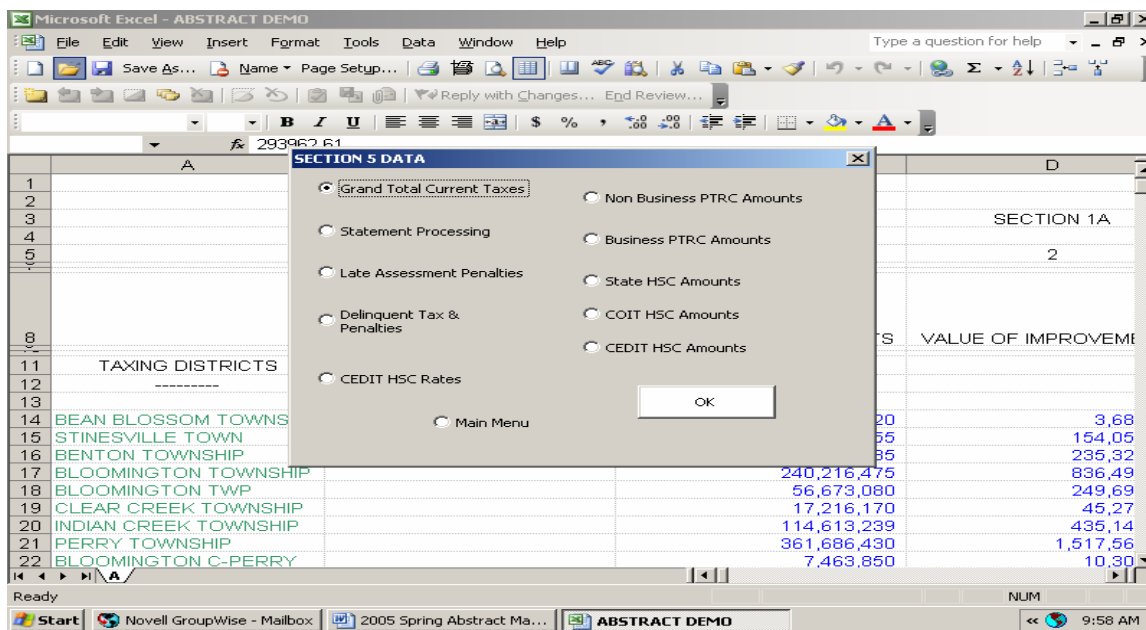
After the Grand Total Current Taxes has been selected, then you will be taken to the cell where you begin to enter the Grand Total Current Taxes amount.

If your county has a TIF District(s), then the Grand Total Current Taxes amount must be separated between the Taxing District line and the TIF District line. In other words, the Grand Total Current Tax amount on the Taxing District line of the taxing district where the TIF District is located must not include the TIF Grand Total Current Tax amount. The TIF Grand Total Current Tax amount is entered on the TIF District line. Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Grand Total Current Taxes.

After the Grand Total Current Taxes have been entered, simultaneously press the CTRL "E" keys to return to the "DATA ENTRY" Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
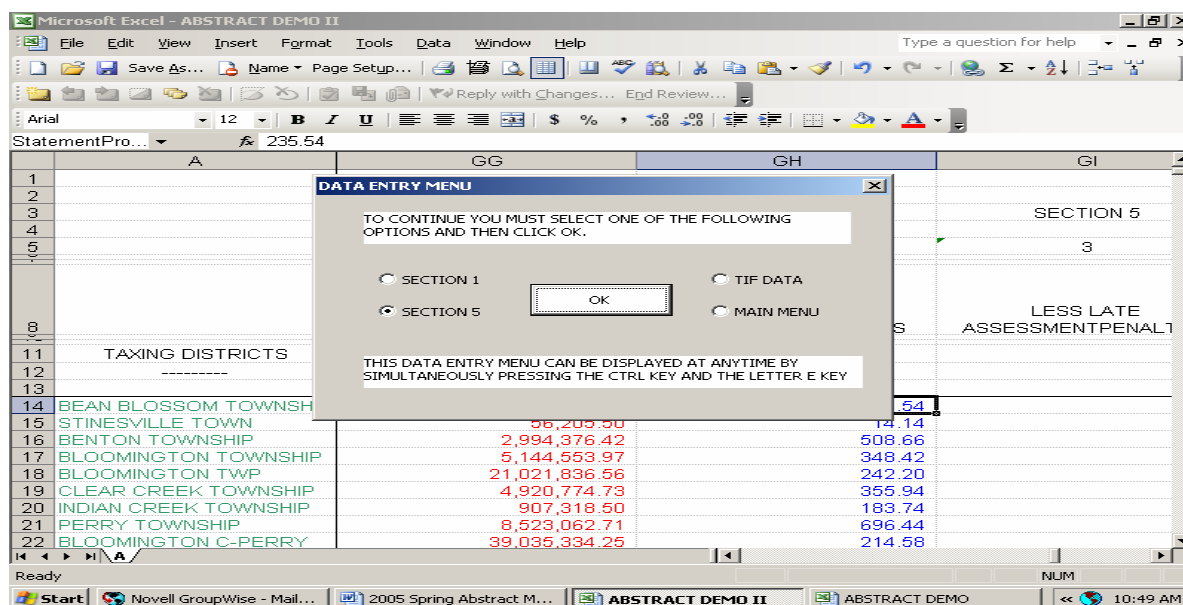

The next data item to be entered into Section 5 is the Statement Processing Fee. Select the Statement Processing button and click the OK button.
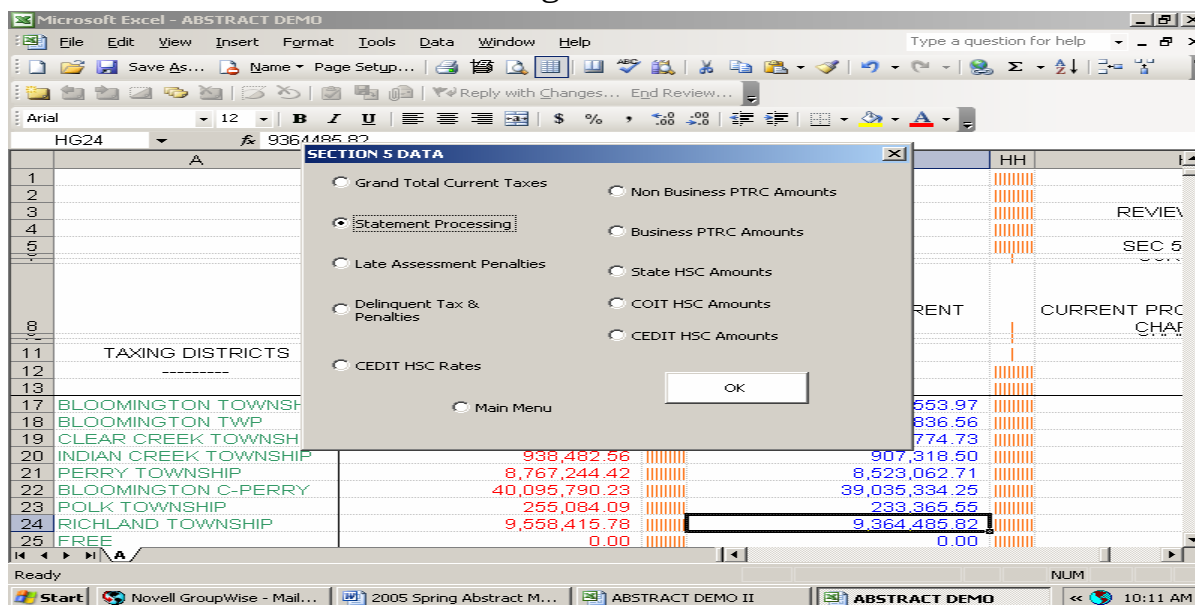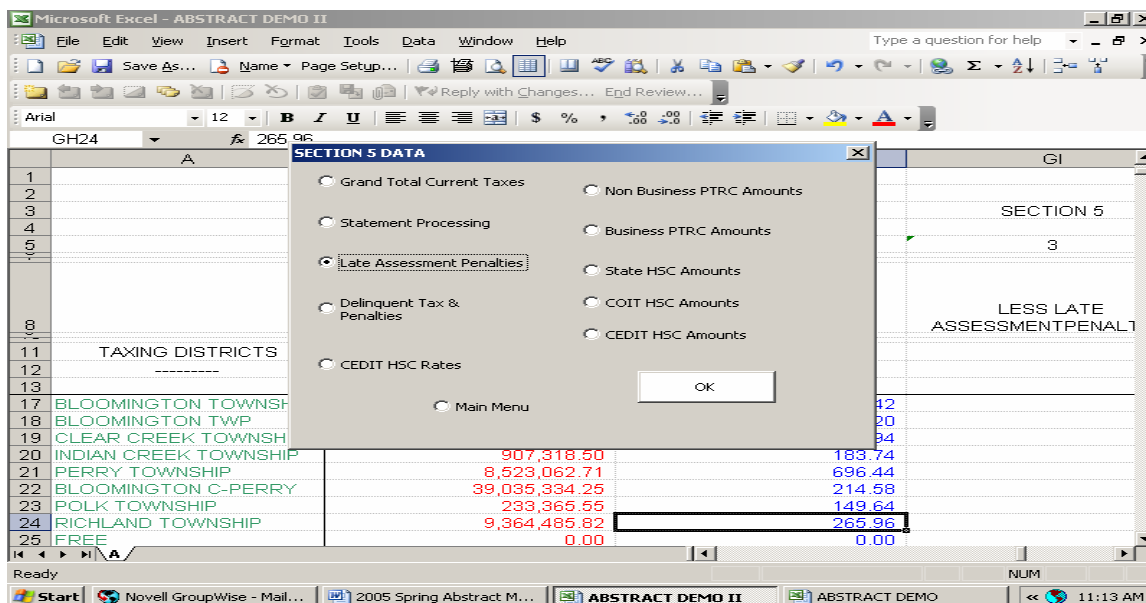

After the OK button has been clicked, then you will be taken to the cell where the Statement Processing Charges are entered. Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Statement Processing Charges.
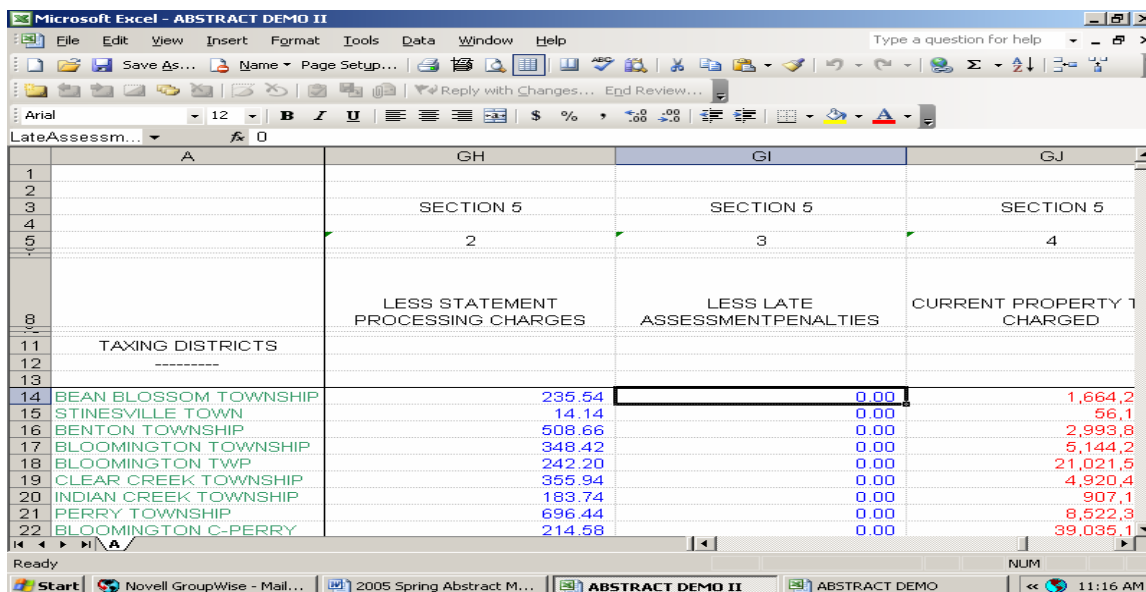
When the entry of the Statement Processing Charge has been completed, then simultaneously, press the CTRL "E" keys to return to the "DATA ENTRY MENU". To continue with Section 5 data entry, then from the "DATA ENTRY MENU" select the Section 5 button and click the OK button.

The next data item to be entered is the Late Assessment Penalties. Select the Late Assessment Penalties button and click the OK button.
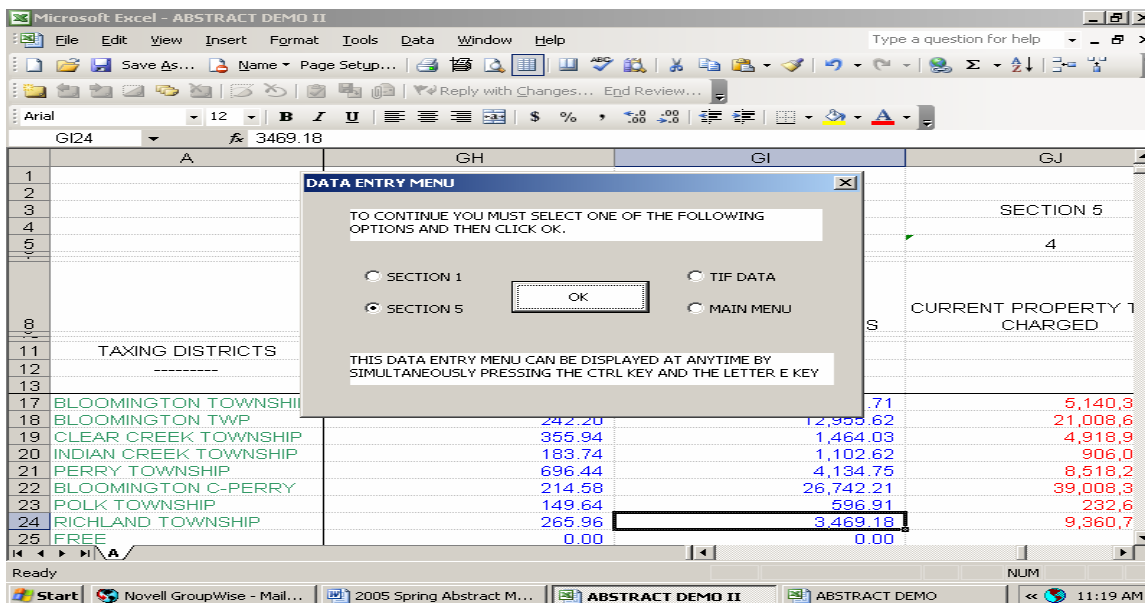
After the OK button has been clicked, then you will be taken to the cell where Late Assessment Penalties are entered. Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of Late Assessment Penalties.


When the entry of the Late Assessment Penalties have been completed, then simultaneously, press the CTRL "E" keys to return to the "DATA ENTRY MENU".

To continue with Section 5 data entry, then from the "DATA ENTRY MENU" select Section 5 button and click the OK button.

The next data items to be entered are the Delinquent Taxes and Penalties. Select the Delinquent Tax & Penalty button and click the OK button.
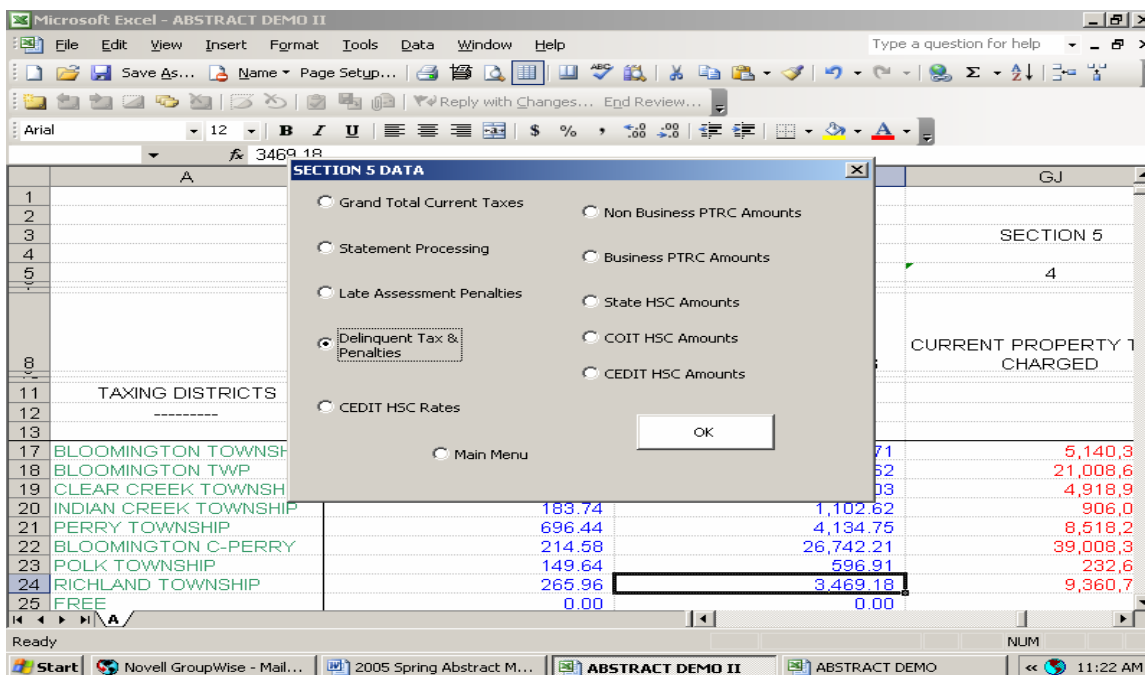
After clicking the OK button you will be taken to the cell where you begin to enter the Delinquent Taxes and Penalties. Delinquent Taxes and Penalties are entered in Columns 15, 16, 19 and 20 of Section 5. The cursor will be in the first taxing district of Section 5, Column 15. Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Delinquent Taxes and Penalties.
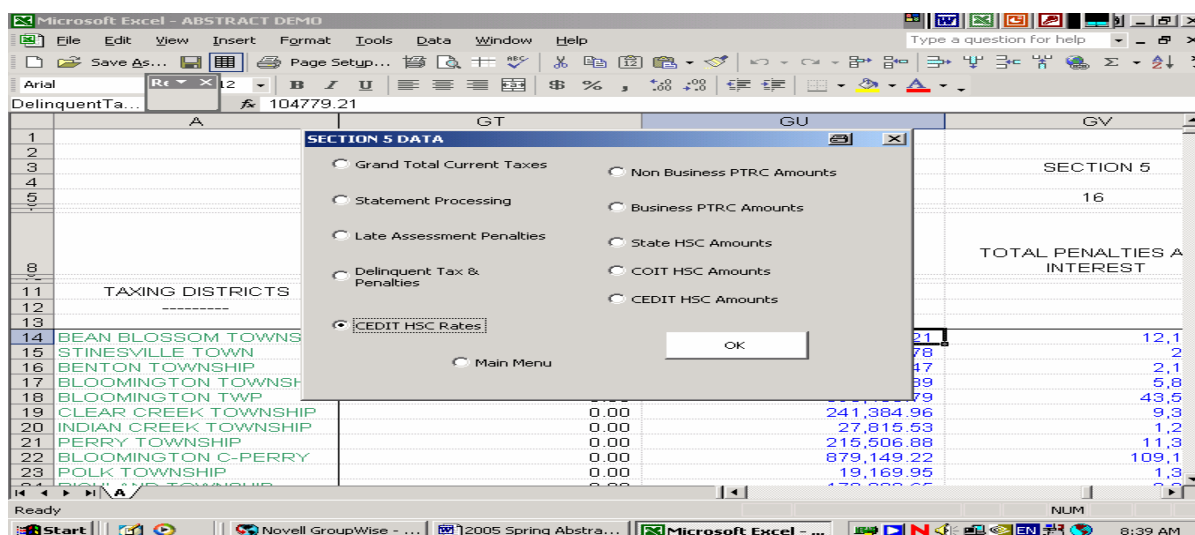

After all the Delinquent Taxes and Penalties have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU.
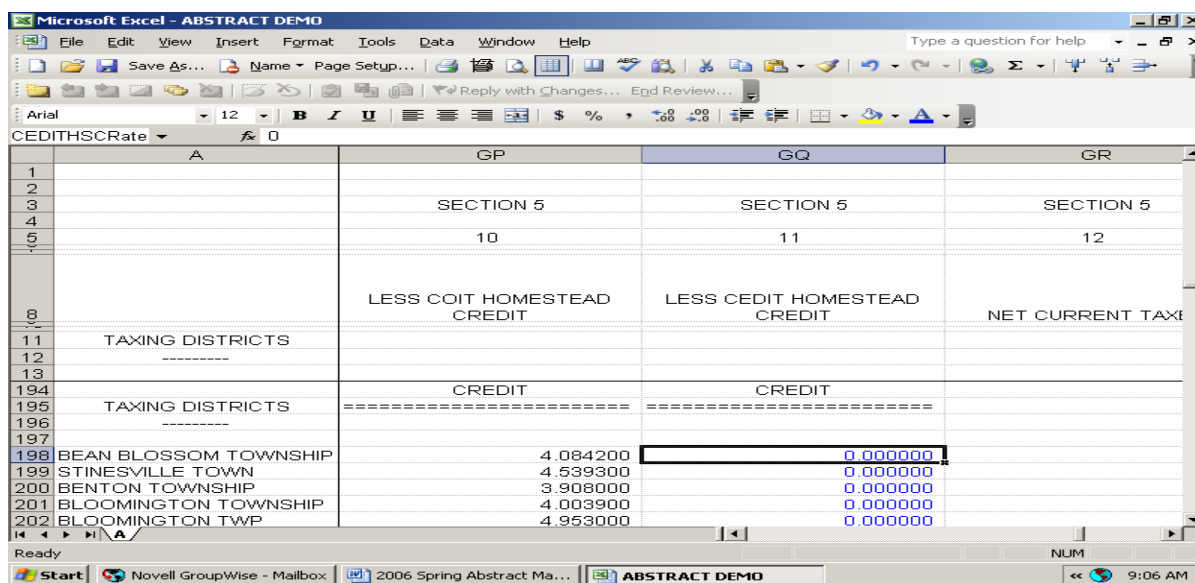
To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

The next data item that needs to be entered, if applicable, is the CEDIT HSC Rates. Select the CEDIT HSC Rates button and click the OK button.
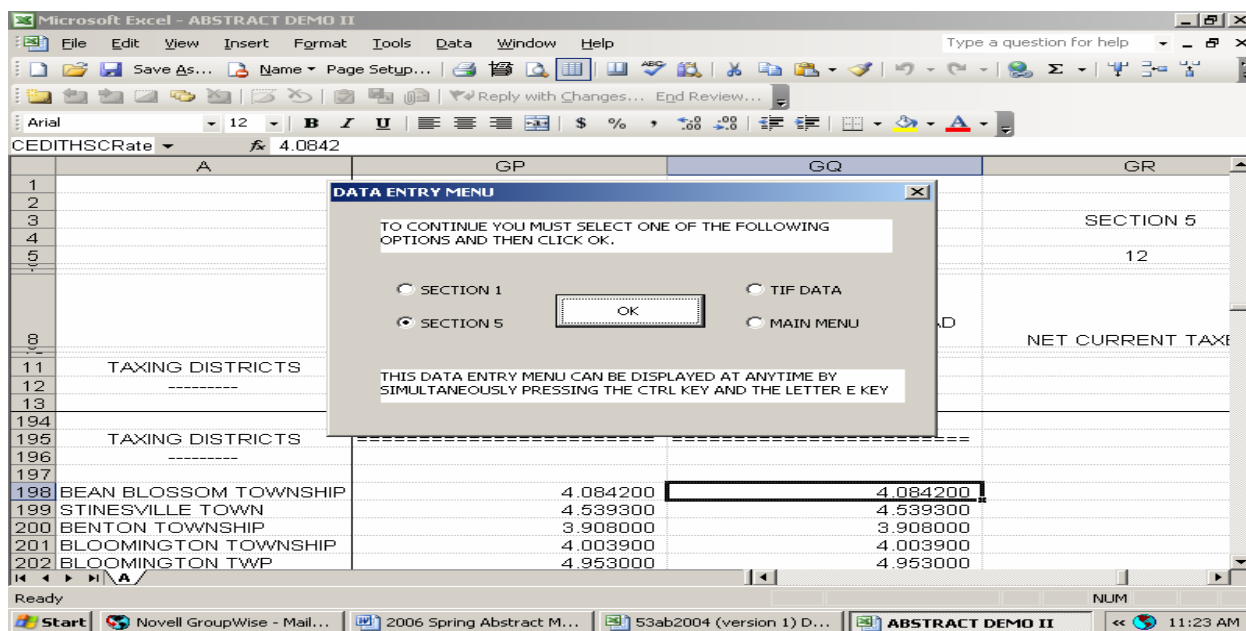

After clicking the OK button you will be taken to the cell where the CEDIT HSC Rates are to be entered. . Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF CEDIT HSC Rates.


After the CEDIT HSC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU.

To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

The next data items to enter are the Property Tax Replacement Credit amounts. From the SECTION 5 DATA menu select the Non Business PTRC Amounts button and click the OK button.
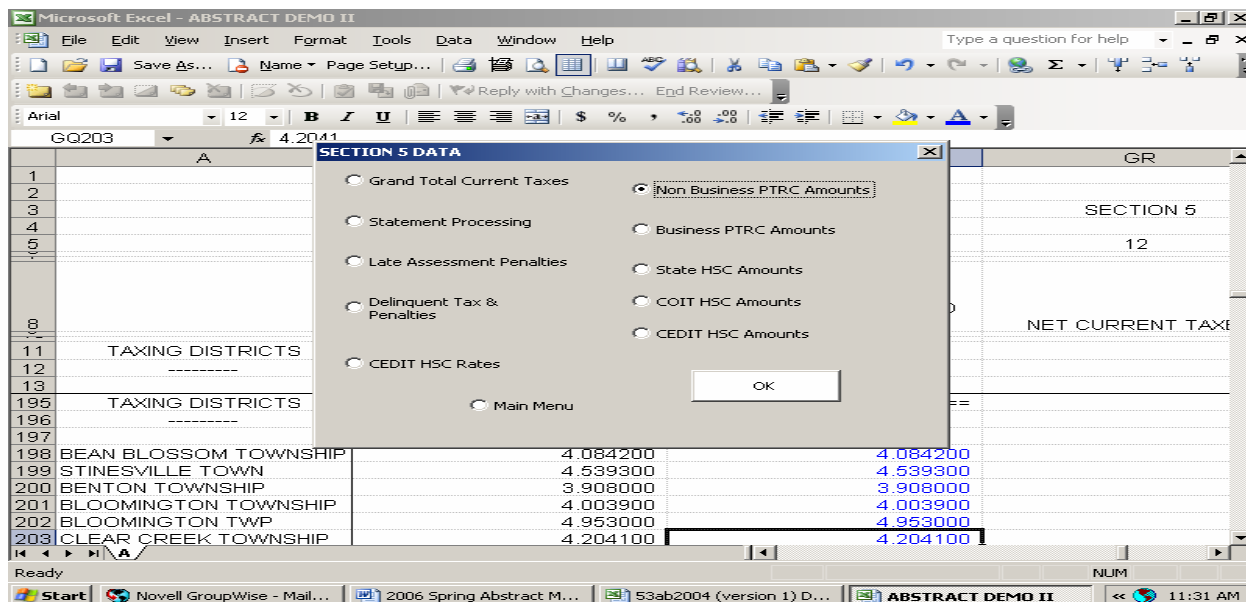
After clicking the OK button you will be taken to the cell where you begin to enter the Non Business Property Tax Replacement Credit amounts.

The Non Business Property Tax Replacement Credit is the property tax replacement credit on real estate and non business personal property. The Non Business Property Tax Replacement Credit is entered in Column 5 of Section 5.
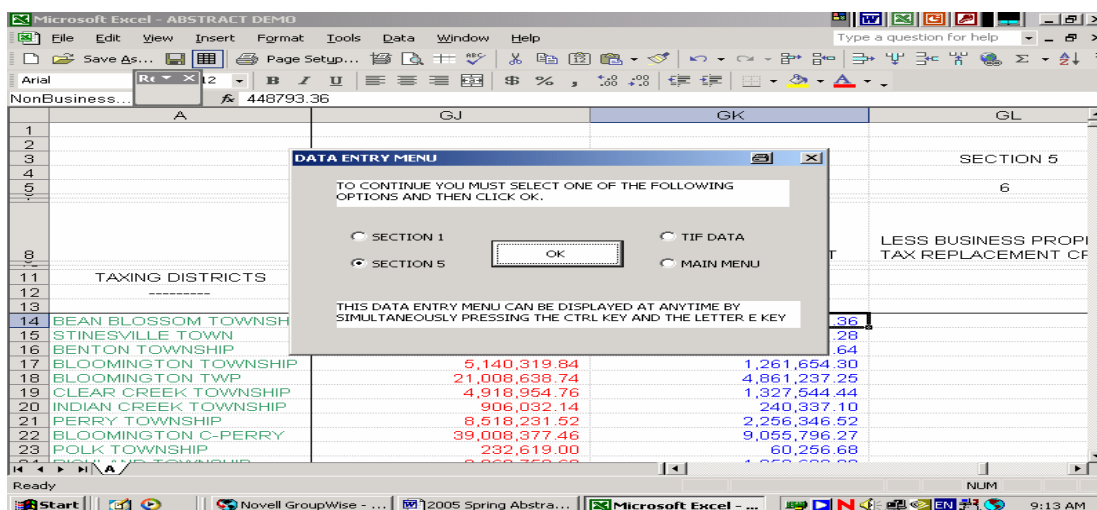

If you have a TIF District(s) where the taxpayers in the TIF District(s) receive PTRC on increment taxes, then the Non Business Property Tax Replacement Credit amount must be separated between the Taxing District line and the TIF District line. In other words the Non Business Property Tax Replacement Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF Non Business Property Tax Replacement Credit amount.

Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Non Business Property Tax Replacement Credit.

After the Non Business Property Tax Replacement Credit has been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

The next property tax replacement credit amount to be entered is the Business Property Tax Replacement Credit. The Business Property Tax Replacement Credit is the property tax replacement credit on business personal property and utilities. The Business Property Tax Replacement Credit is entered in Column 6 of Section 5.
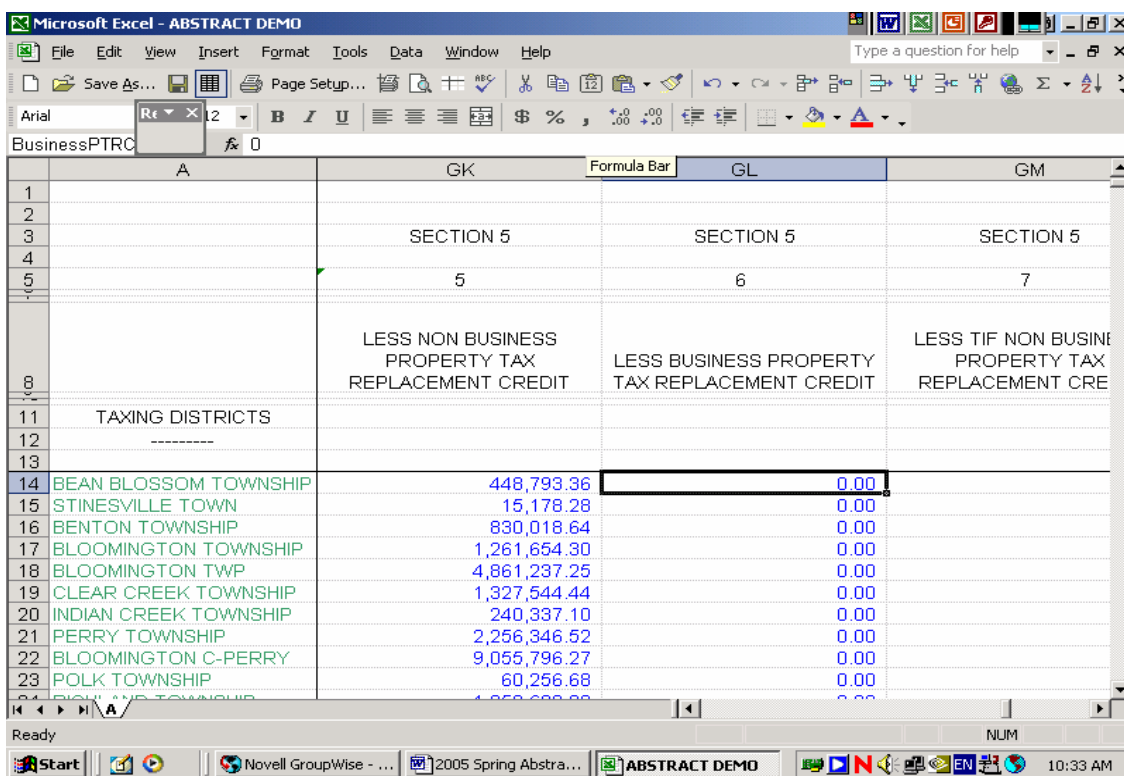
From the SECTION 5 DATA menu select the Business PTRC Amounts button and click the OK button.

After clicking the OK button you will be taken to the cell where you begin to enter the Business Property Tax Replacement Credit amounts.

If you have a TIF District(s) where the taxpayers in the TIF District(s) receive PTRC on increment taxes, then the Business Property Tax Replacement Credit amount must be separated between the Taxing District line and the TIF District line. In other words the Business Property Tax Replacement Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF Business Property Tax Replacement Credit amount.
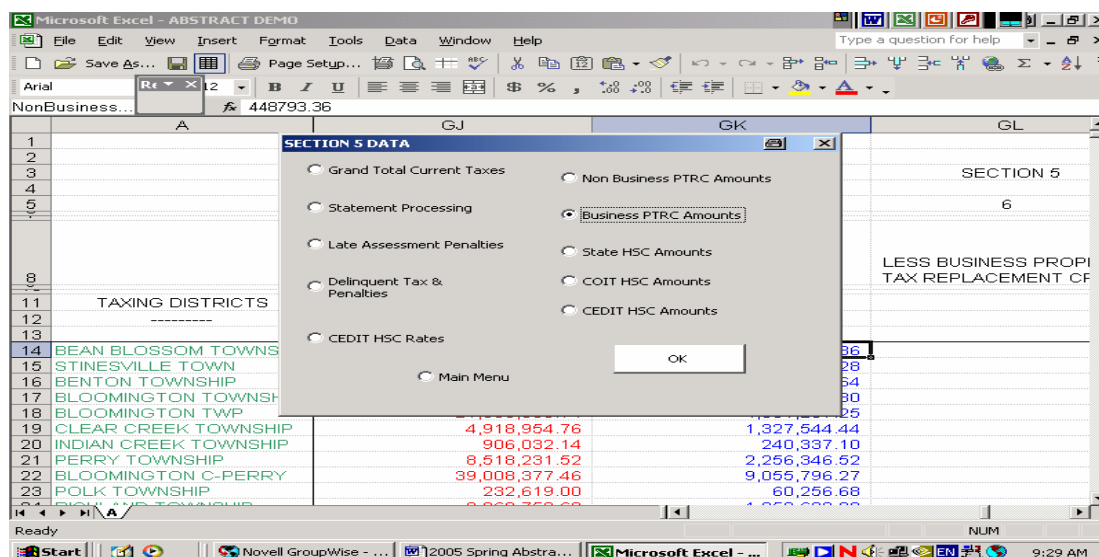
Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF Business Property Tax Replacement Credit.

After the Business Property Tax Replacement Credit amounts have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU. To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

The next information to be entered in Section 5 is the State HSC amounts. Select the State HSC button and click the OK button.

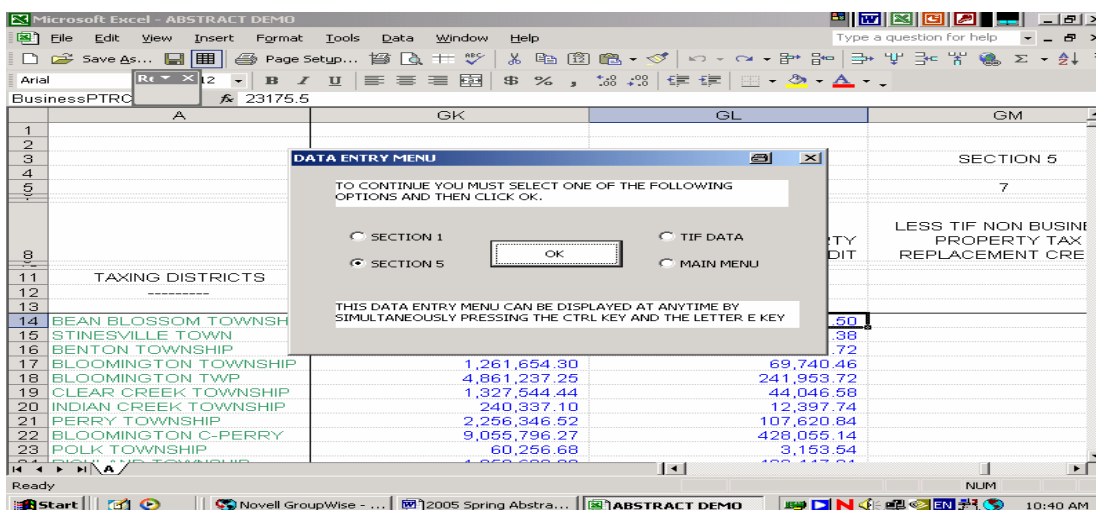After clicking the OK button you will be taken to the cell where you begin to enter the State HSC amounts. The cursor will be in the first taxing district of Section 5, Column 9. In Column 9 of Section 5 enter the State Homestead Credit amount. The amount entered will be the total real estate homestead credit amounts, except for COIT and/or CEDIT counties that have added homestead credit, the State Homestead Credit amount is the portion of the total homestead credit that is from the State Homestead Credit rate.
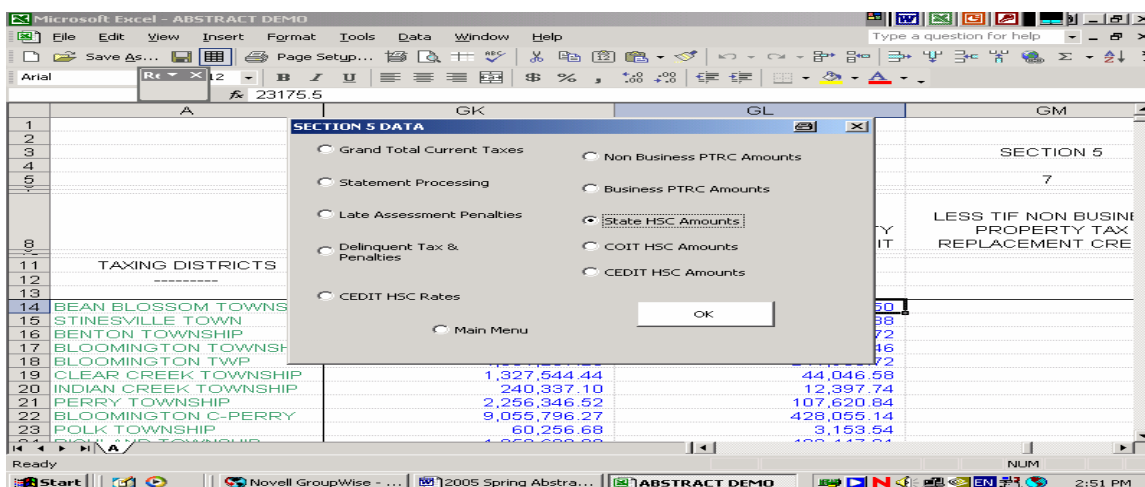
COIT and/or CEDIT counties with added homestead credits please refer to PART III of this manual "Homestead Credit Allocation Instructions" for instructions on how to separate the State, COIT and/or CEDIT Homestead Credit amounts.

If you have a TIF District(s) where the taxpayers receive State Homestead Credit on increment taxes, then the State Homestead Credit amount must be separated between the Taxing District line and the TIF District line. The State Homestead Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF State Homestead Credit amount.

Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF State Homestead Credit.

After the State Homestead Credit amounts have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU. To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

If applicable, then the next data item that needs to be entered is the COIT HSC Amounts. COIT HSC amount is applicable for those counties that have added homestead credits funded by County Option Income Taxes. Select the COIT HSC Amounts button and click the OK button COIT HSC is entered in Column 10 of Section 5.
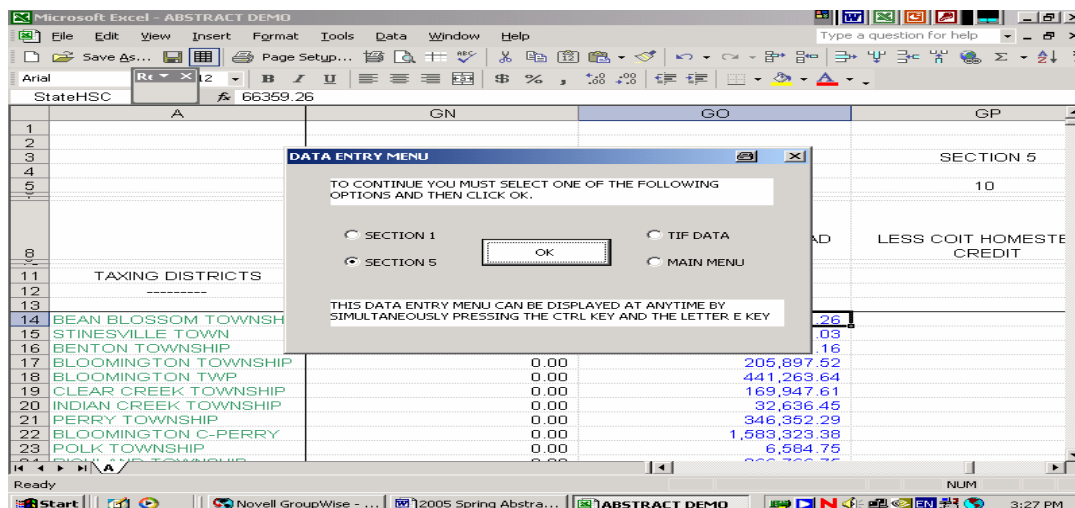

Counties with added homestead credits please refer to PART III of this manual "Homestead Credit Allocation Instructions" for instructions on how to separate the State, COIT and/or CEDIT Homestead Credit amounts.

If you have a TIF District(s) where the taxpayers receive COIT Homestead Credit on increment taxes, then the COIT Homestead Credit amount must be separated between the Taxing District line and the TIF District line. The COIT Homestead Credit amount on the Taxing District line of the taxing district where the TIF District is located **must not** include the TIF COIT Homestead Credit amount.
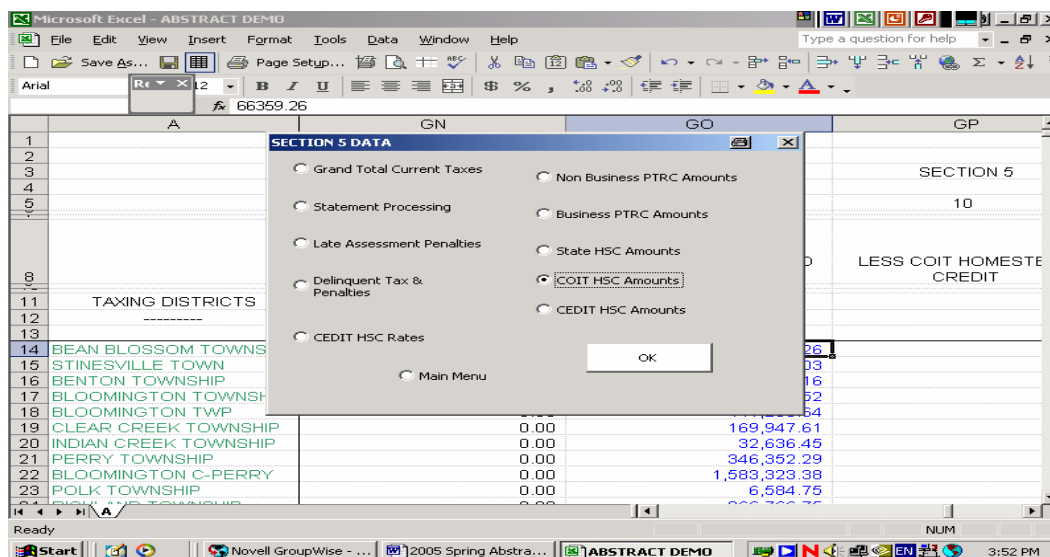
Please refer to PART II of this manual "TIF DATA ENTRY" for data entry of TIF COIT Homestead Credit.

After the COIT Homestead Credit amounts have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY MENU.

To continue with Section 5 data entry, then from the DATA ENTRY MENU select the Section 5 button and click the OK button.

If applicable, then the next data item that needs to be entered is the CEDIT HSC Amounts. CEDIT HSC amount is applicable for those counties that have added homestead credits funded by County Economic Development Income Taxes. Select the CEDIT HSC Amounts button and click the OK button. CEDIT HSC is entered in Column 11 of Section 5.

Counties with added homestead credits please refer to PART III of this manual "Homestead Credit Allocation Instructions" for instructions on how to separate the State, COIT and/or CEDIT Homestead Credit amounts.

This concludes data entry for Section 5.

To return to the MAIN MENU, then from the DATA ENTRY MENU select the MAIN MENU button and click the OK button.

NOTES

PART II

TIF
Tax Increment Financing
DATA ENTRY

DATA ENTRY

To begin data entry, select the "Data Entry" button and then click the "OK BUTTON FOR DATA ENTRY OR DATA REVIEW".
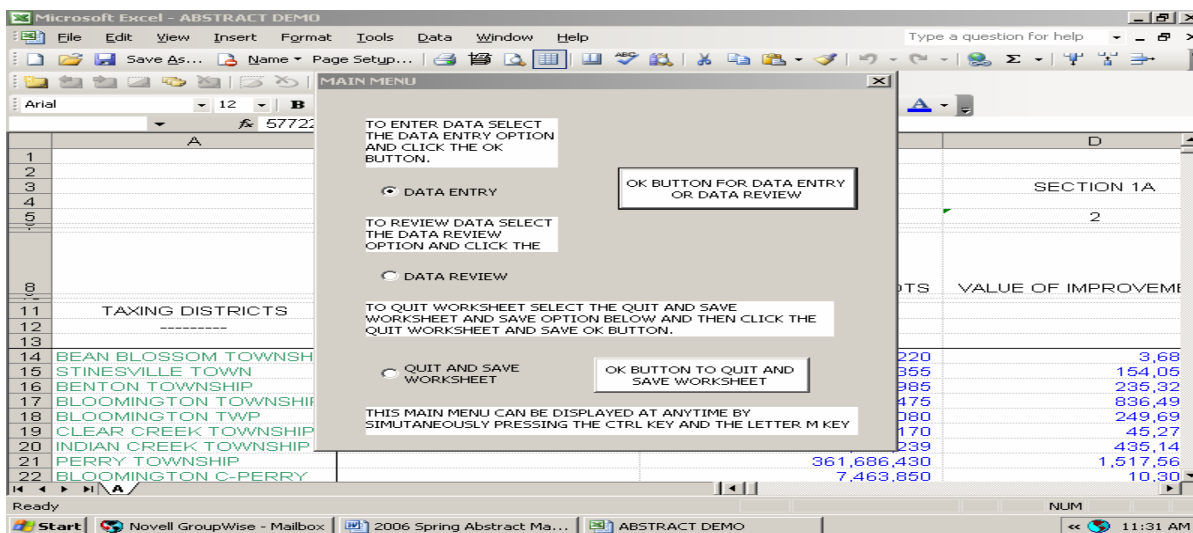
When OK has been selected the "Data Entry Menu" will display. From the Data Entry Menu you will need to select the "TIF Data" button and then click the OK button.
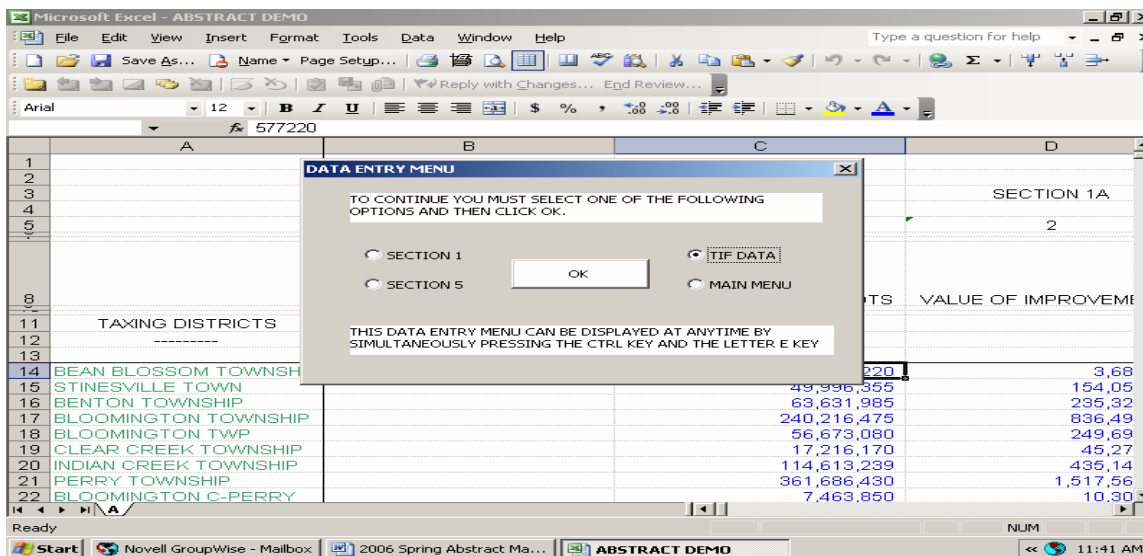
After you have selected the TIF DATA button and clicked the OK button, you will be taken to the TIF DATA Menu. The first TIF Data item that must be entered is the TIF District Name(s). From the TIF DATA Menu select TIF District Names button and click the OK button.
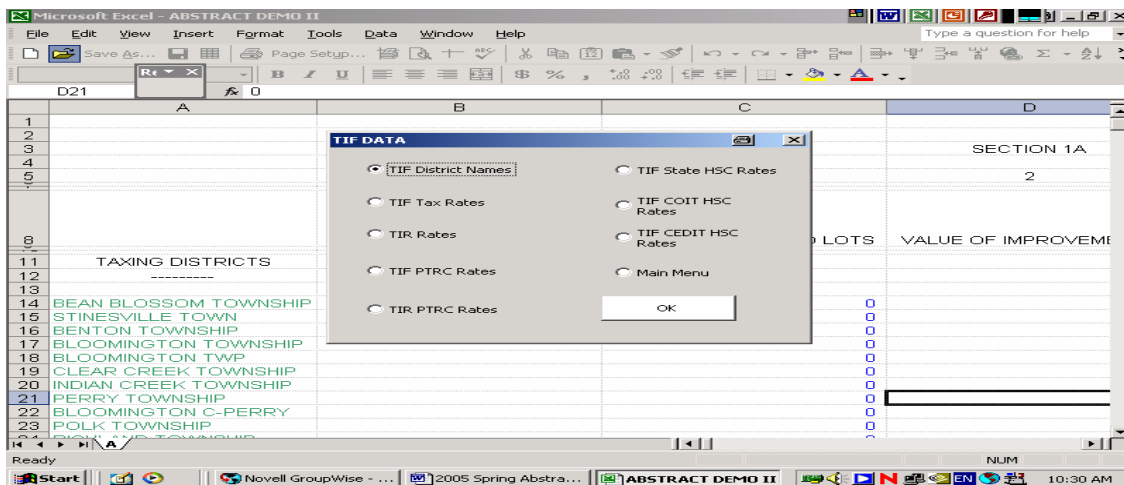
After clicking the OK button you will be taken to the first cell of the TIF Districts. Type in the name of the first TIF District; then arrow down to the next cell and type in the name of the second TIF District. Continue this process until all TIF District Names have been entered.
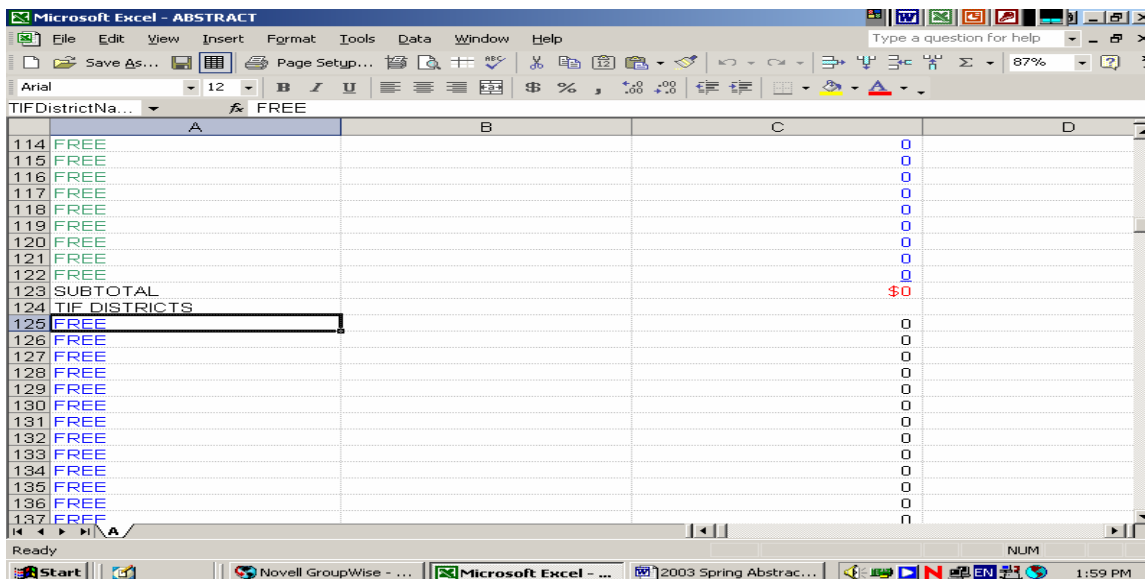
After the TIF District Names have been entered, then simultaneously press the CTRL "E" keys to return to the Data Entry Menu.
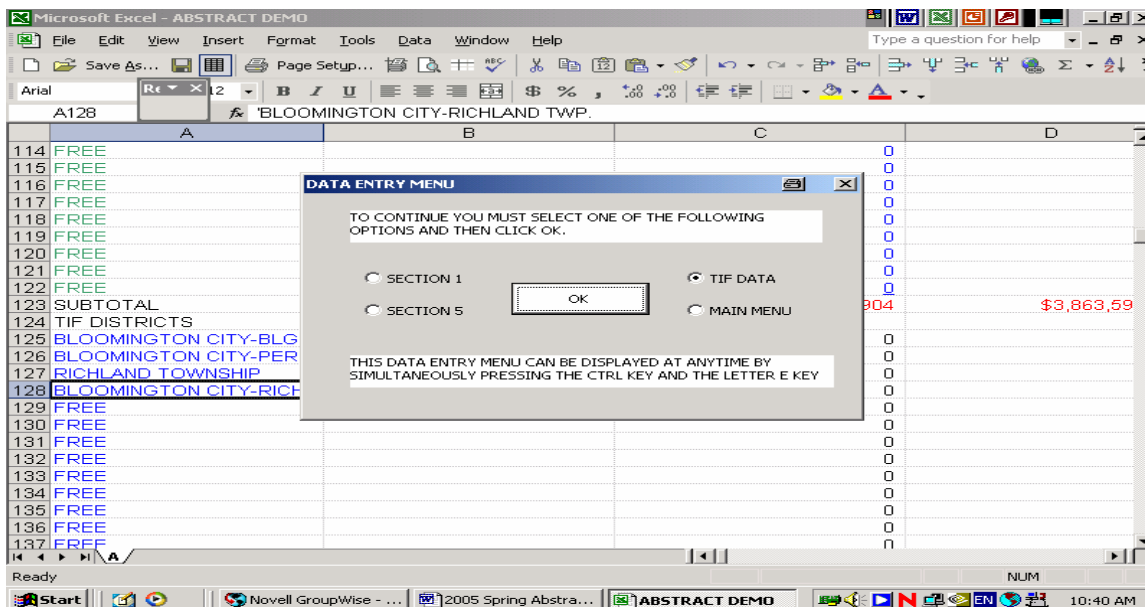
From the Data Entry Menu click the TIF DATA button and then click the OK button. You will be taken to the TIF DATA entry menu.

Select the option "TIF Tax Rates" button, and then click the OK button. After you have clicked the OK button, then you will be taken to the cell where the TIF District rates are to be entered.
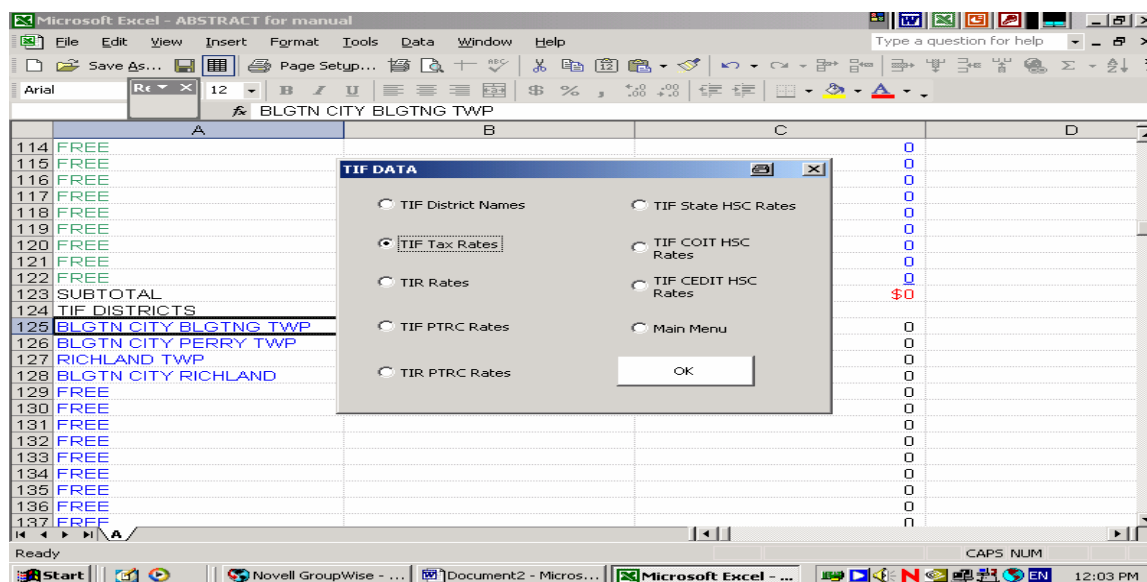
If your county has TIR (Tax Increment Replacement Levies), then you first need to subtract the TIR Tax Rate from the TIF Tax Rate prior to doing the data entry. After the TIR Tax Rate has been subtracted, then enter the net tax rate amount in the TIF District.

After the rates have been entered for all TIF District(s), then simultaneously press the CTRL "E" keys to return to the Data Entry Menu.

From the Data Entry Menu click the TIF DATA button and then click the OK button. You will be taken to the TIF DATA entry menu.

If applicable, the next TIF Data item that needs to be entered is the TIR Rates. Select the option "TIR Rates" button and click the OK button. If the TIR Rate is not applicable, then proceed to TIF PTRC Rate instructions.
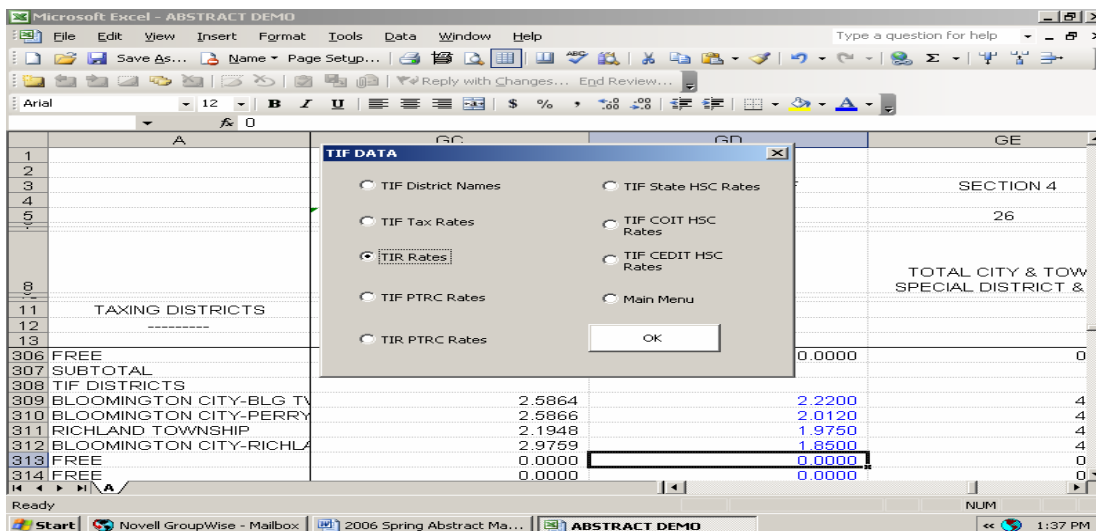
After you have clicked the OK button, then you will be taken to the cell where TIR Tax Rates are to be entered. Enter the TIR Rates for those TIF District(s) that have Tax Increment Replacement Levy.
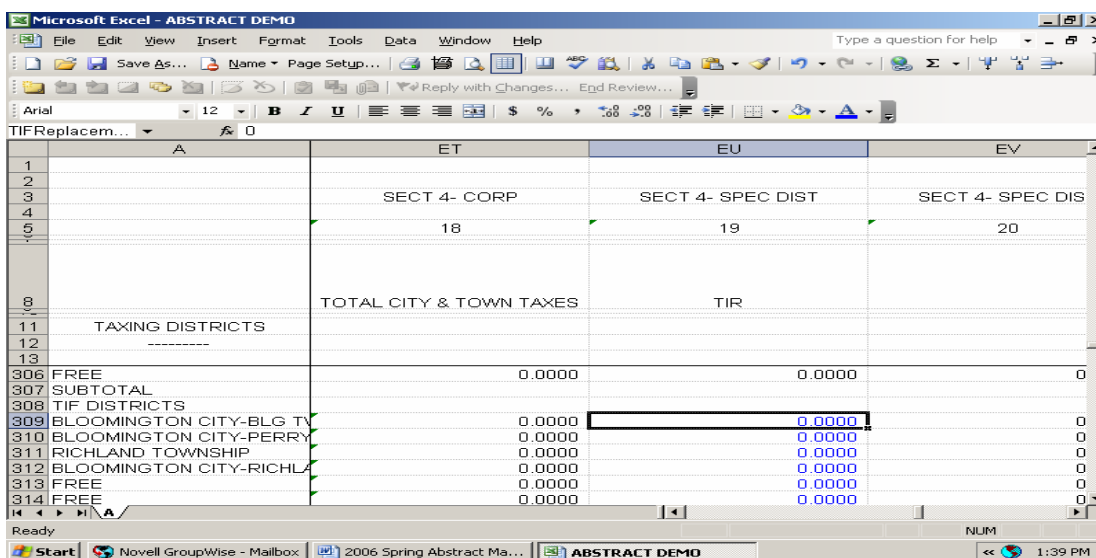
After the TIR Rates have been entered, then simultaneously press the CTRL "E" keys to return to the Data Entry Menu. From the Data Entry Menu select the TIF Data button and click the OK button.
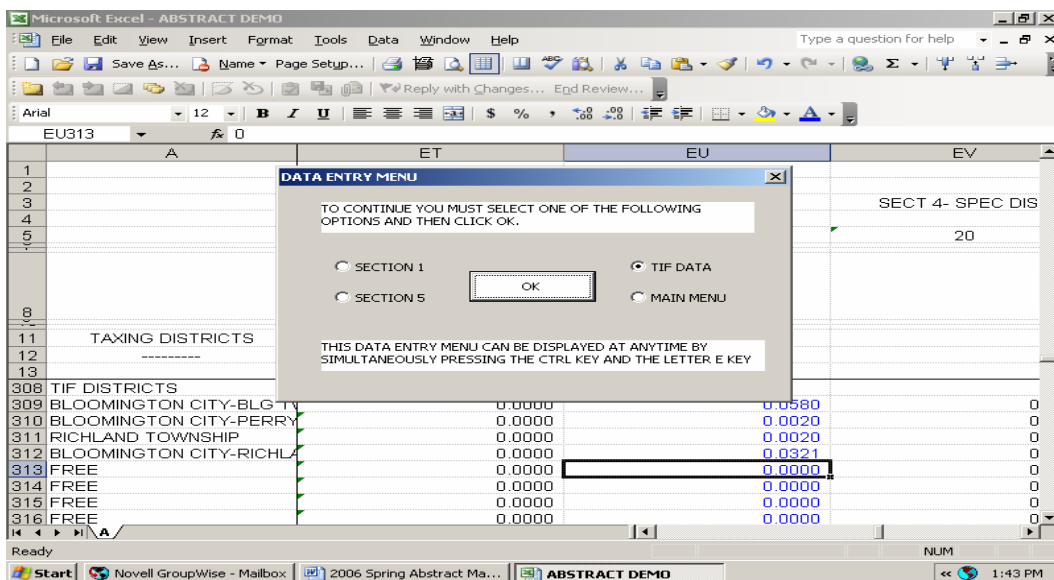
If applicable, the next TIF DATA item that needs to be entered is the TIF PTRC Rates. Make sure the TIF PTRC Rate button is selected, and then click the OK button.
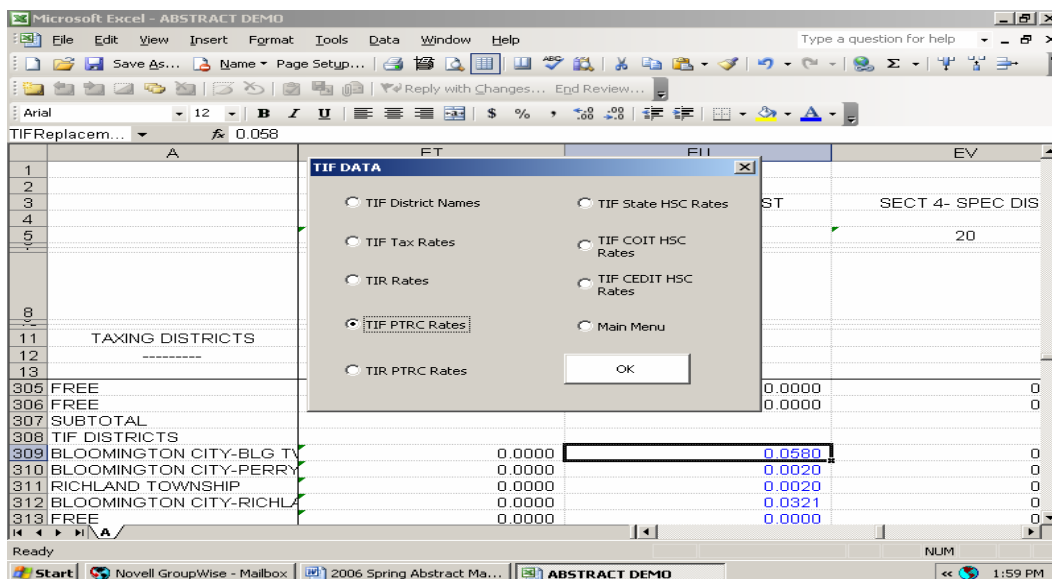
After you have clicked the OK button you will be taken to the cell where TIF PTRC Rates are entered.

Enter the PTRC rates for all TIF Districts where the taxpayers receive property tax replacement credit. If taxpayers in the TIF District pay 100% of the tax rate, or in other words don't receive the property tax replacement credit, then PTRC rates **will not** be entered for those TIF Districts. The TIF PTRC Rates will be entered in Columns 7 for Non Business Property Tax Replacement and Column 8 for Business Property Tax Replacement Credit.

After all the TIF PTRC rates have been entered, then simultaneously press the CTRL "E" keys to return to the Data Entry Menu.

If applicable, the next TIF DATA items that need to be entered are the TIR PTRC Rates. Select the option "TIR PTRC Rates" button then click the OK button. If the TIR PTRC Rates are not applicable, then go to the TIF HSC Rates on page 47.
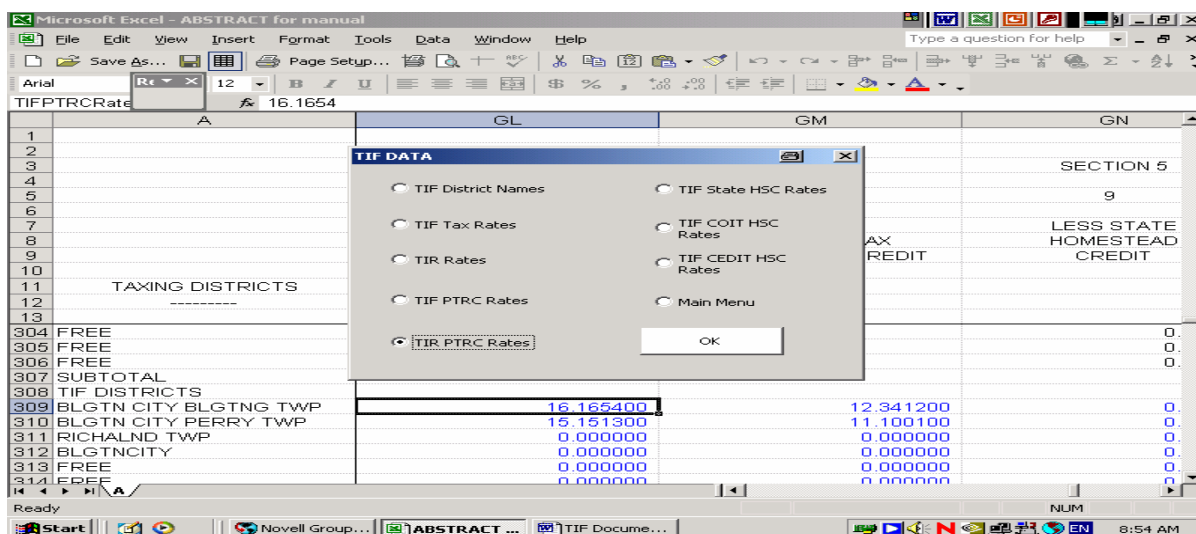
Unlike TIF Taxes where the State does not pay PTRC on TIF Taxes, the state does pay PTRC on TIR Taxes. For those TIF Taxing Districts that have a TIR Tax Rate, you will need to enter the TIR PTRC Rates. The TIR PTRC Rates are the same rates as the TIF PTRC Rates. These rates will be entered in Section 5, Column 5 for Non Business PTRC and Column 6 for Business PTRC.
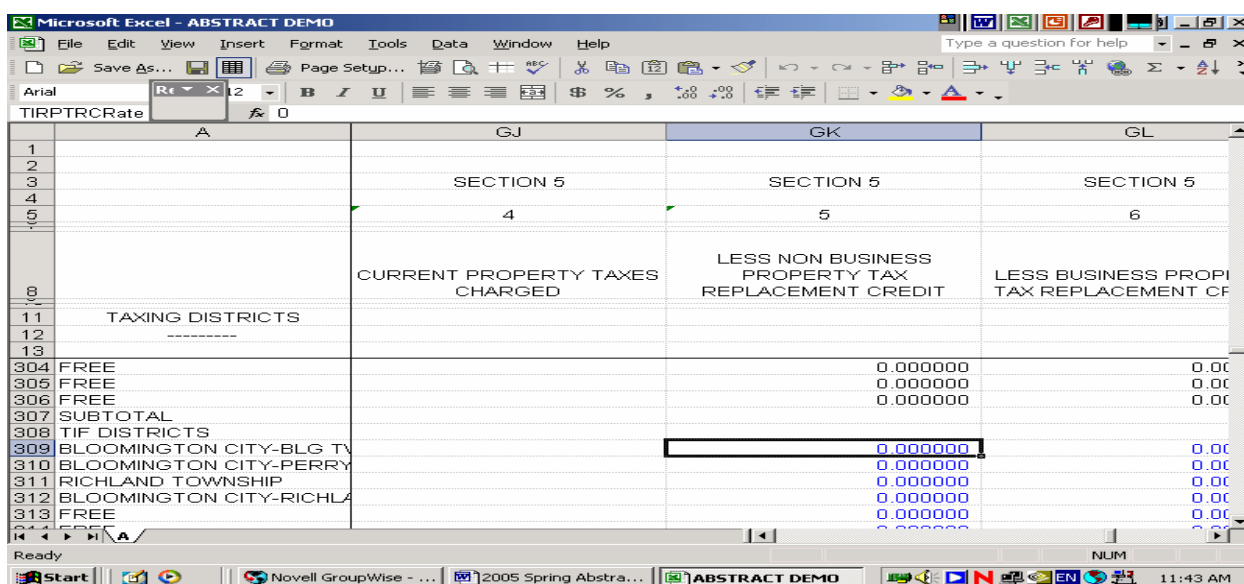
After all the TIR PTRC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the Data Entry Menu.
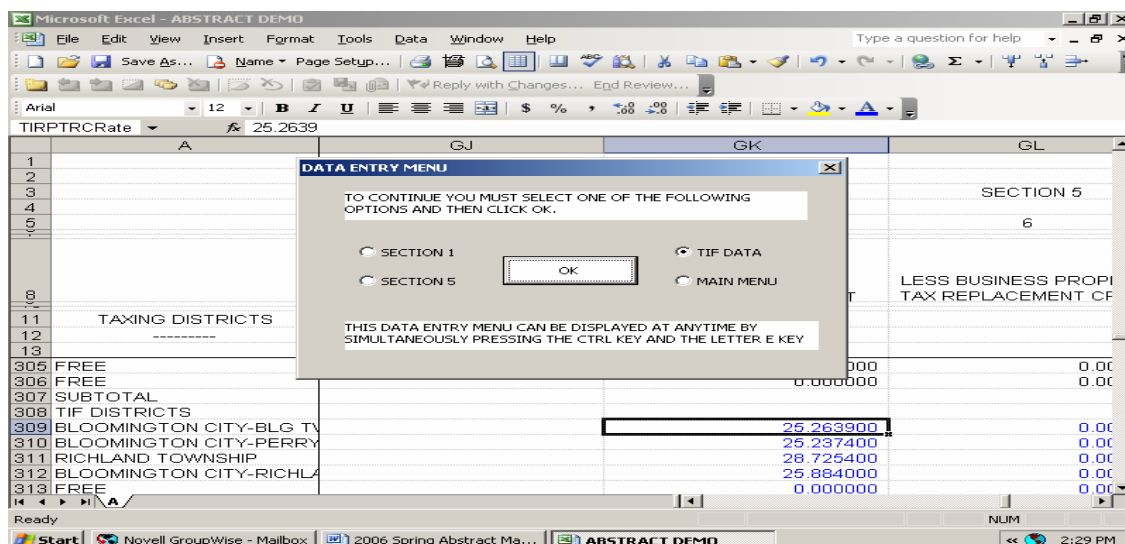
If applicable, the next TIF DATA item that needs to be entered is the State Homestead Credit (HSC) rates. On the TIF DATA entry menu make sure the TIF State HSC Rates button is selected. After the TIF State HSC Rates has been selected, then click the OK button.
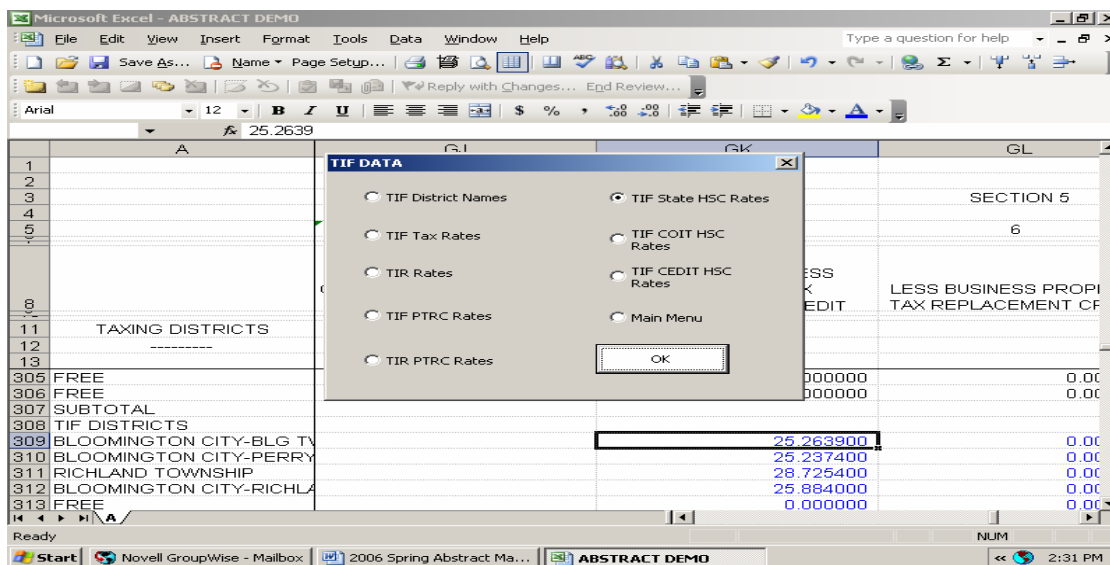
After the OK button has been clicked, then you will be taken to the cell where TIF State HSC rates are entered. Enter State HSC Rates for those TIF Districts where taxpayers receive homestead credit.

After the TIF State HSC rates have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY menu. From the Data Entry Menu make sure the TIF DATA button is selected and click then OK button. This will take you to the TIF DATA entry menu.

If applicable, the next TIF DATA item that needs to be entered is the TIF COIT HSC Rate. Make sure the TIF COIT HSC Rate button is selected then click the OK button.
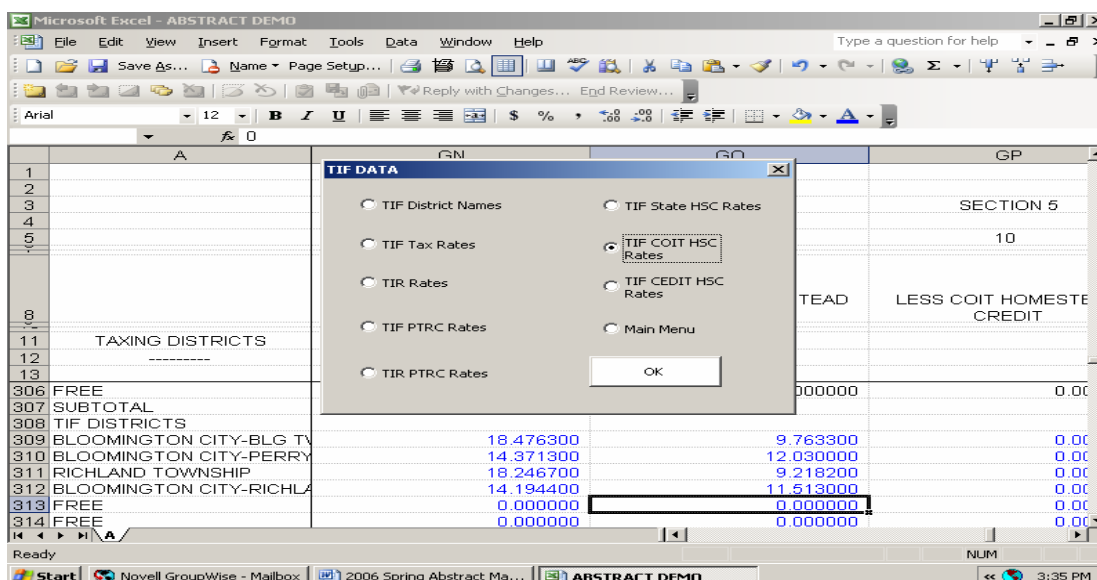
After the OK button has been clicked, then you will be taken to the cell where TIF COIT HSC rates are entered. Enter TIF COIT HSC Rates for those TIF Districts that have taxpayers that receive COIT homestead credit.

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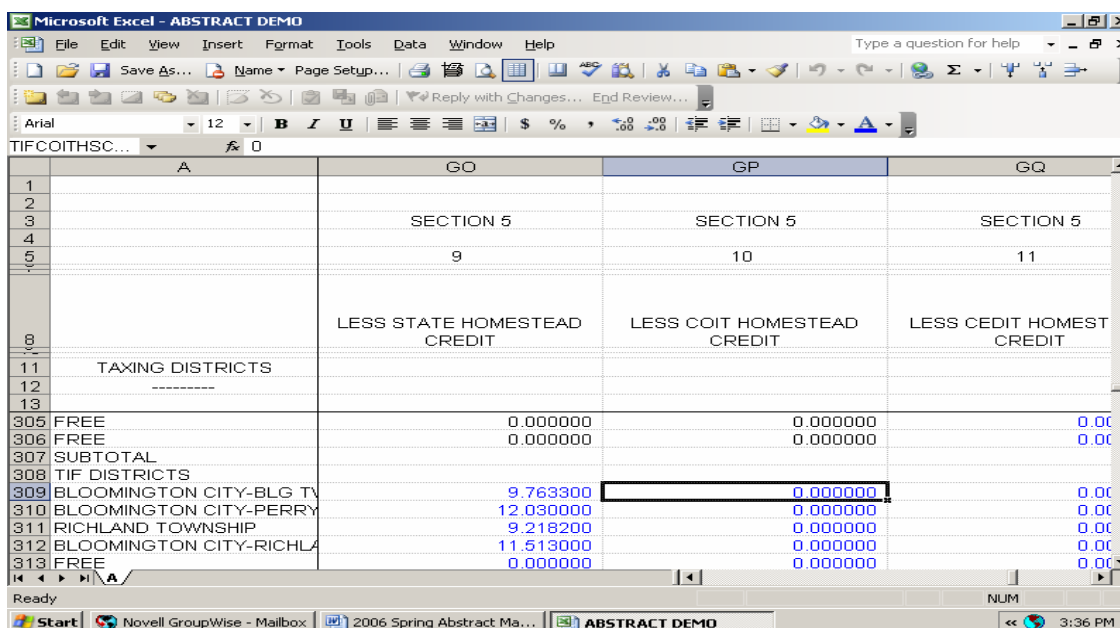
After all TIF COIT HSC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu.
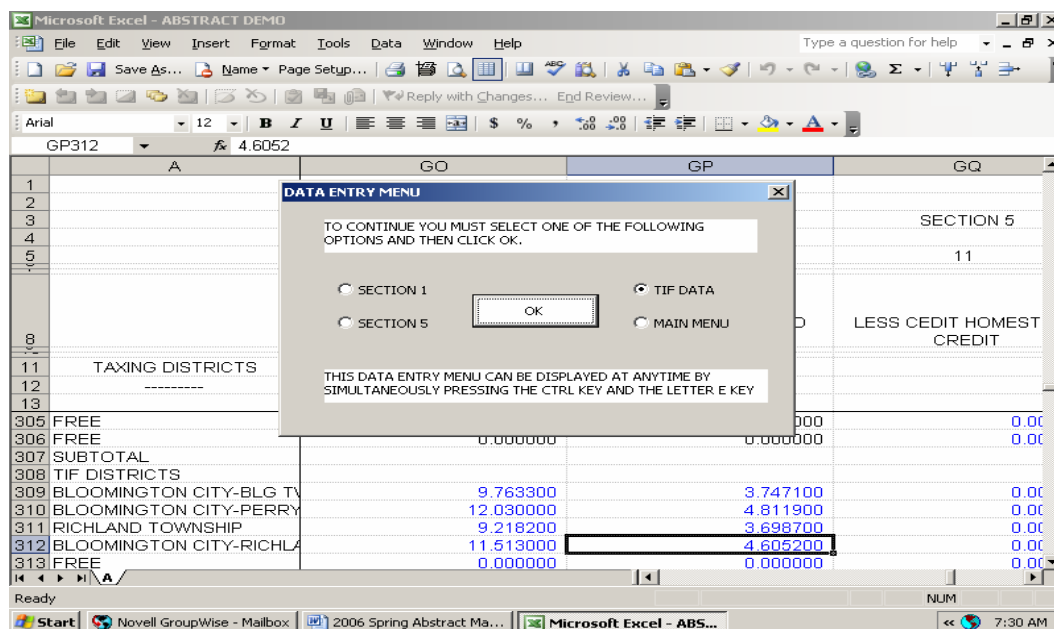
If applicable, the next TIF DATA item that needs to be entered is the TIF CEDIT HSC Rates. On the TIF DATA entry menu make sure the TIF CEDIT HSC Rates button is selected. After the TIF CEDIT HSC rates button has been selected, then click the OK button.

After the OK button has been clicked, then you will be taken to the cell where TIF CEDIT HSC rates are entered. Enter TIF CEDIT HSC Rates for those TIF Districts that have taxpayers that receive CEDIT homestead credit.

After all TIF CEDIT HSC Rates have been entered, then simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu.

After you have completed the primary setup for the TIF District(s), you are ready to enter the TIF data in Sections 1A, 1B and 5.

TIF Values need to be entered in Section 1A and 1B of the abstract.

TIF amount(s) on *TIF DISTRICT* line(s) are to be entered as a **negative amount(s)**.

TIF amount(s) entered on the *TAXING DISTRICT* line(s) of the taxing district(s) where the TIF District(s) is located are to be entered as **positive amounts(s)**.

The Grand Total of the TIF Column should equal zero.

The following screens are examples of the TIF entries in Real Estate. Note that the TIF entries in the Personal Property Columns will look the same as real estate entries.

TIF Entry on Taxing District Line – Real Estate

TIF Entry on TIF District Line – Real Estate

TIF Column – Grand Total

When Section 1 data entry is completed, then simultaneously, press the CTRL "E" keys to return to the DATA ENTRY MENU.
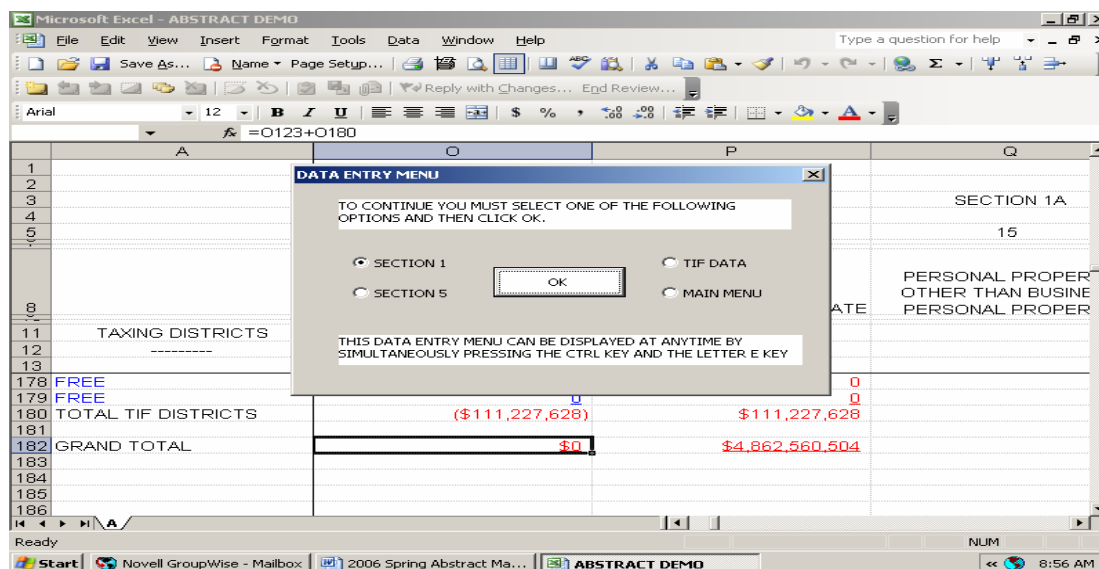
ENTERING SECTION 5 DATA

Select the SECTION 5 button on the DATA ENTRY MENU and click the OK button.
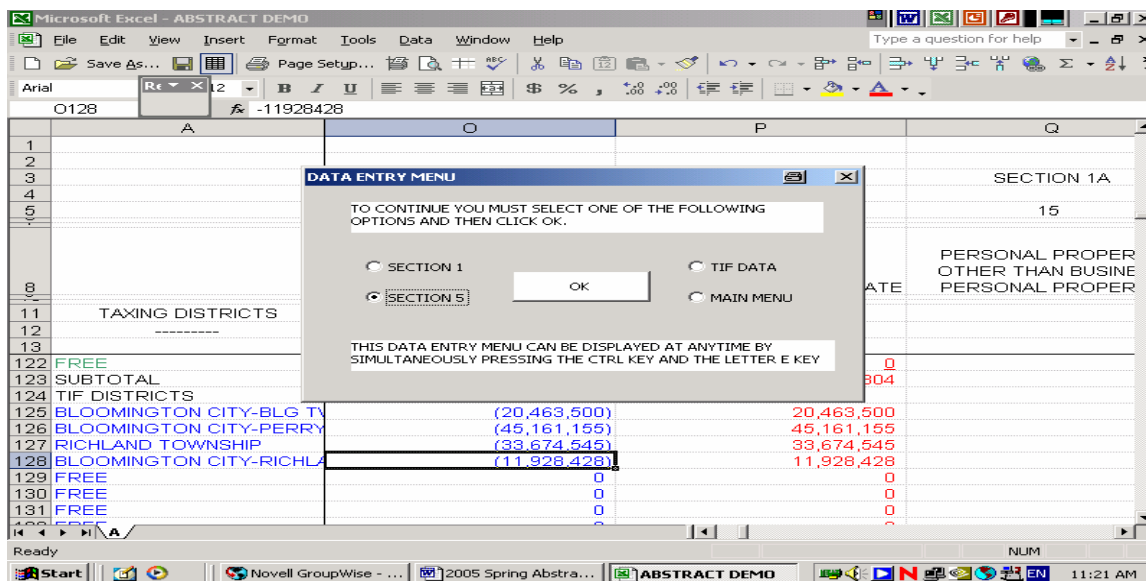
From the Section 5 DATA Menu select the Grand Total Current Taxes button and click the OK button.
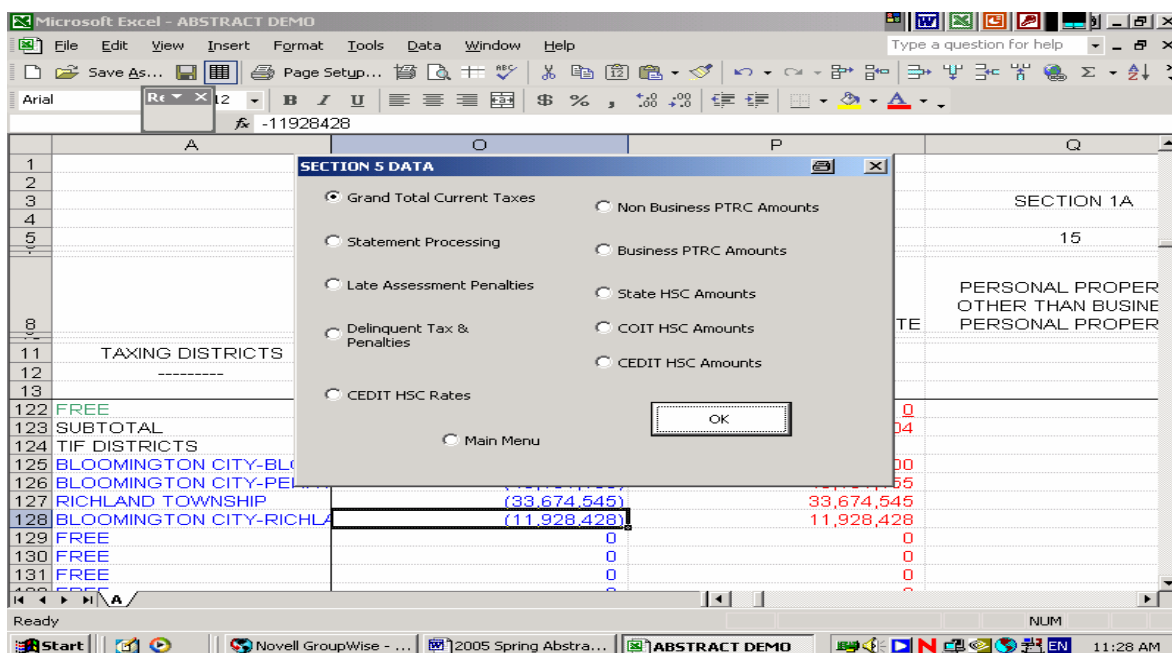
You will need to scroll down to the TIF District(s) line and enter the TIF Grand Total Current Taxes amount as a positive amount.
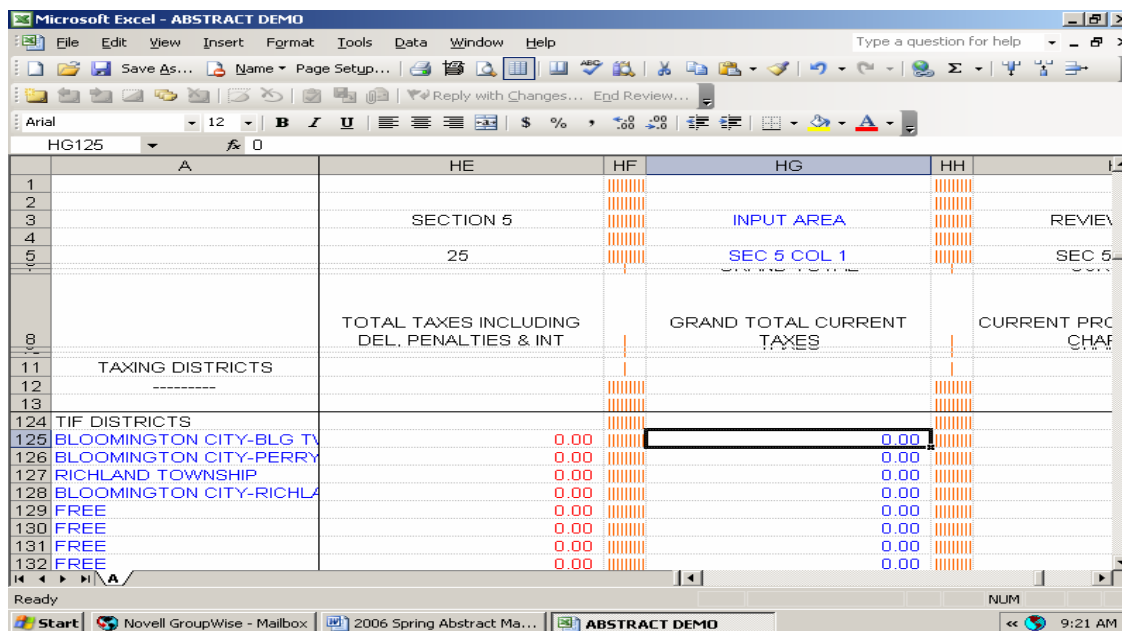
After the TIF Grand Total Current Taxes have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
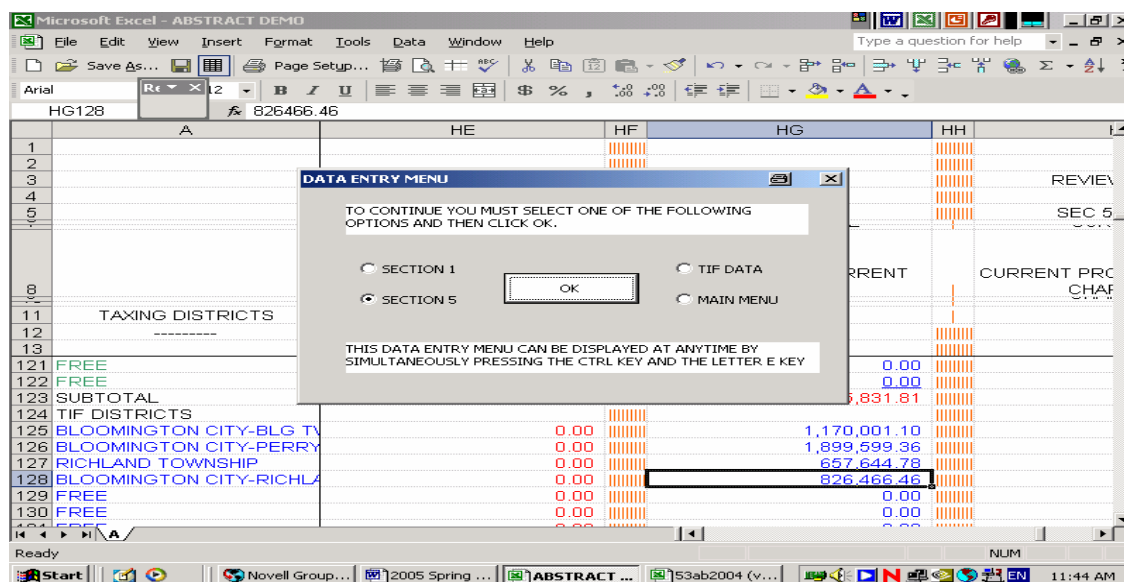
The next data item to be entered into Section 5 if applicable is the TIF Statement Processing Fee. Select the Statement Processing button and click the OK button.
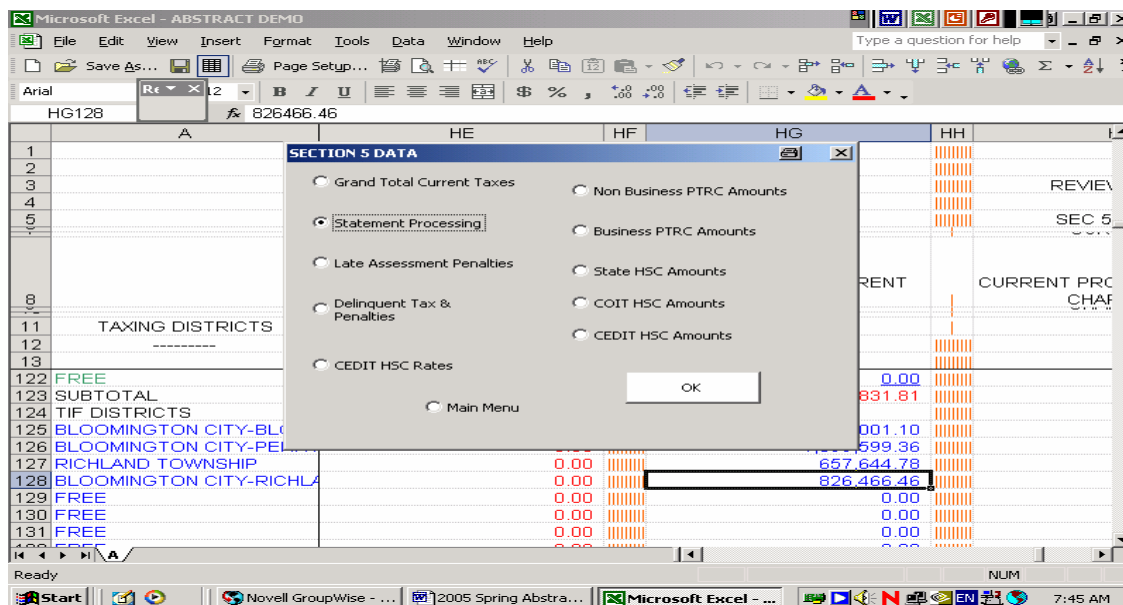
You will need to scroll down to the TIF District(s) line and enter the TIF Statement Processing Charges as a positive amount.
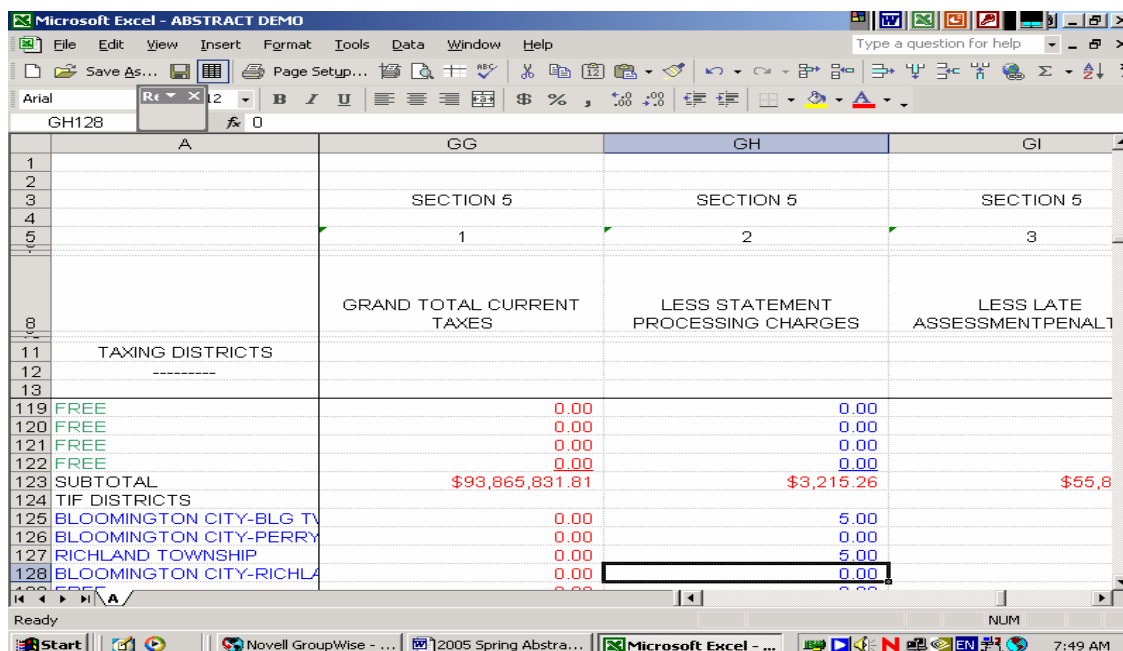
After the TIF Statement Processing Charges have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
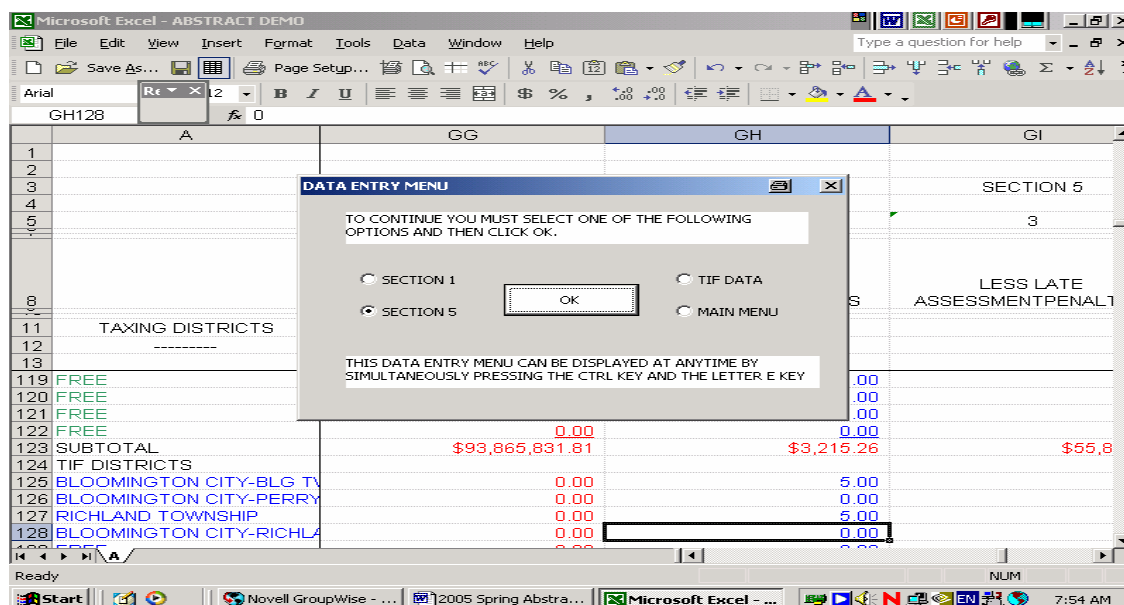
The next data item to be entered into Section 5 if applicable is the TIF Late Assessment Penalties. Select the Late Assessment button and click the OK button.
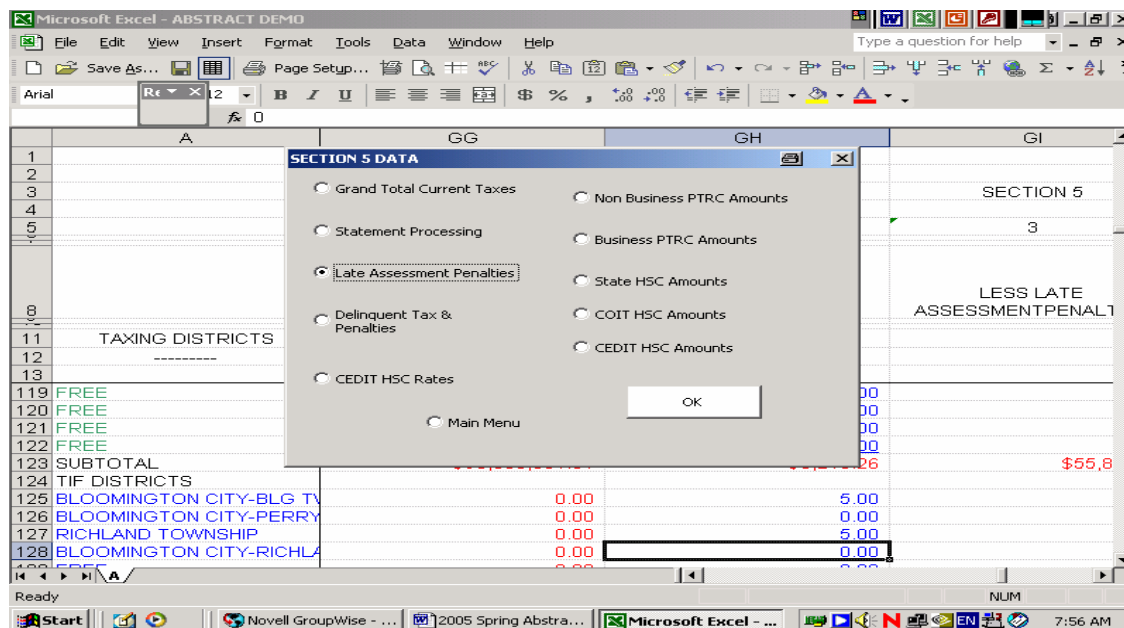
You will need to scroll down to the TIF District(s) line and enter the TIF Late Assessment Penalties as a positive amount.

After the TIF Late Assessment Penalties have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

The next data item to be entered into Section 5 if applicable is the TIF Delinquent Tax and Penalties. Select the Delinquent Tax and Penalties button and click the OK button.
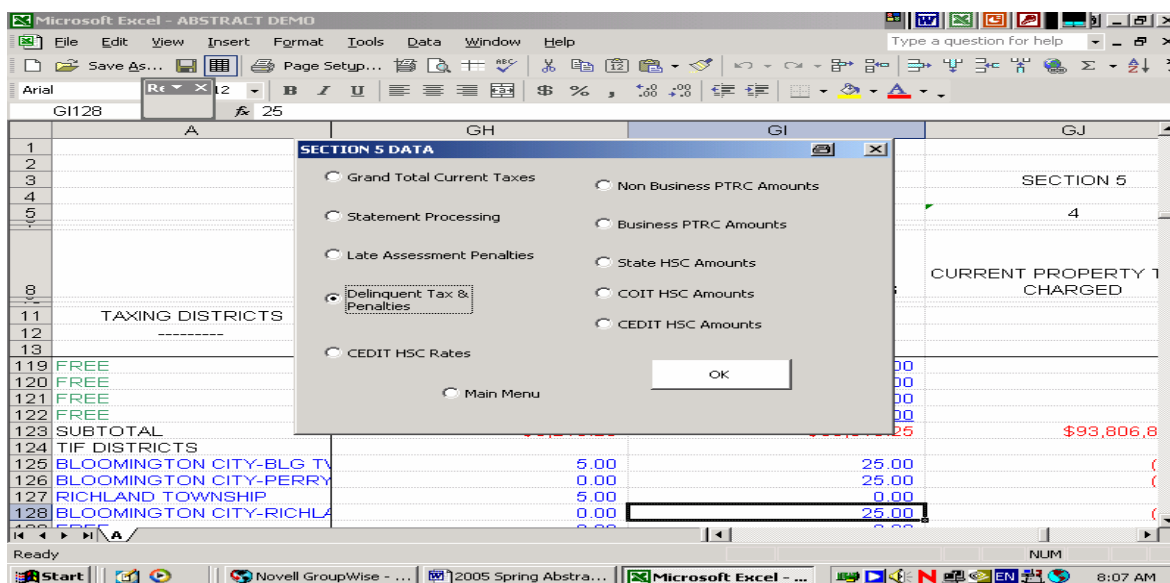
Delinquent Taxes and Penalties are entered in Columns 15, 16, 19 and 20 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Delinquent Tax and Penalties as a positive amount.
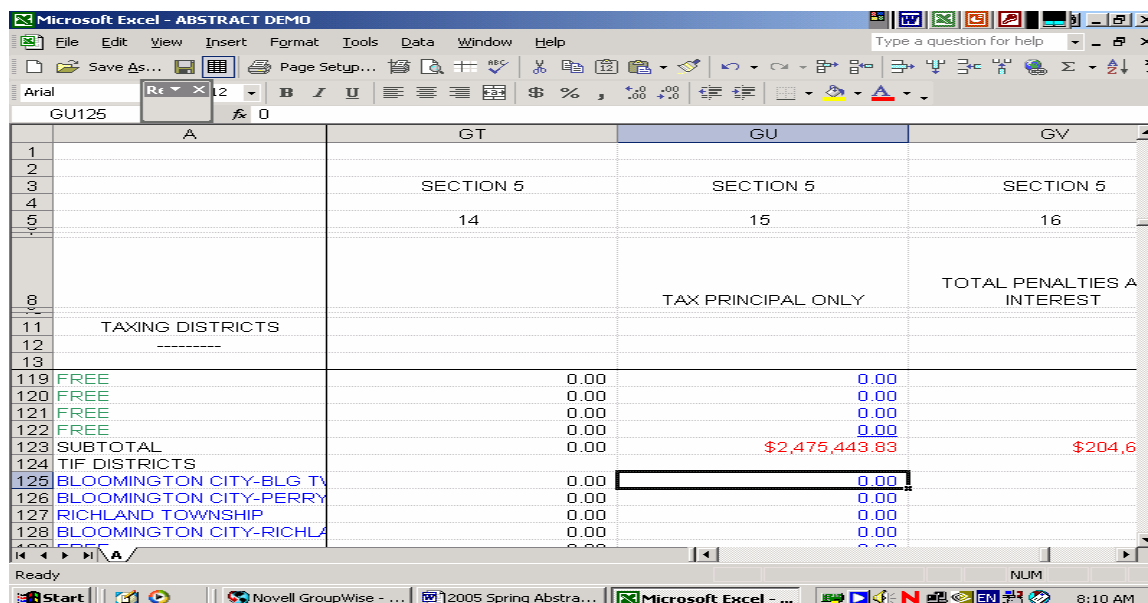
After the TIF Delinquent Tax and Penalties have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
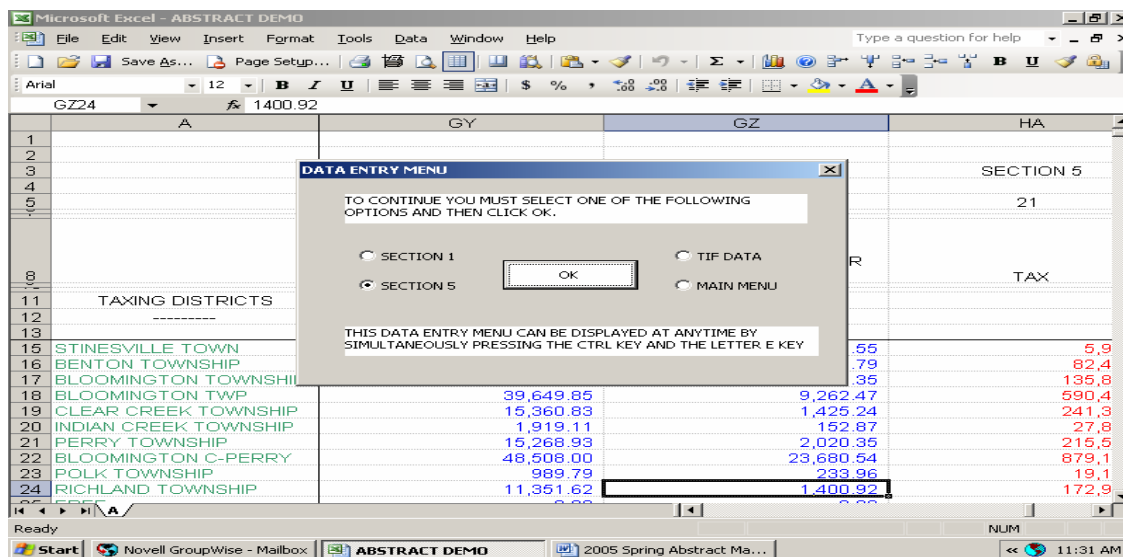
The next data item to be entered into Section 5 if applicable is the TIF CEDIT HSC Rates. Select the CEDIT HSC Rates button and click the OK button.
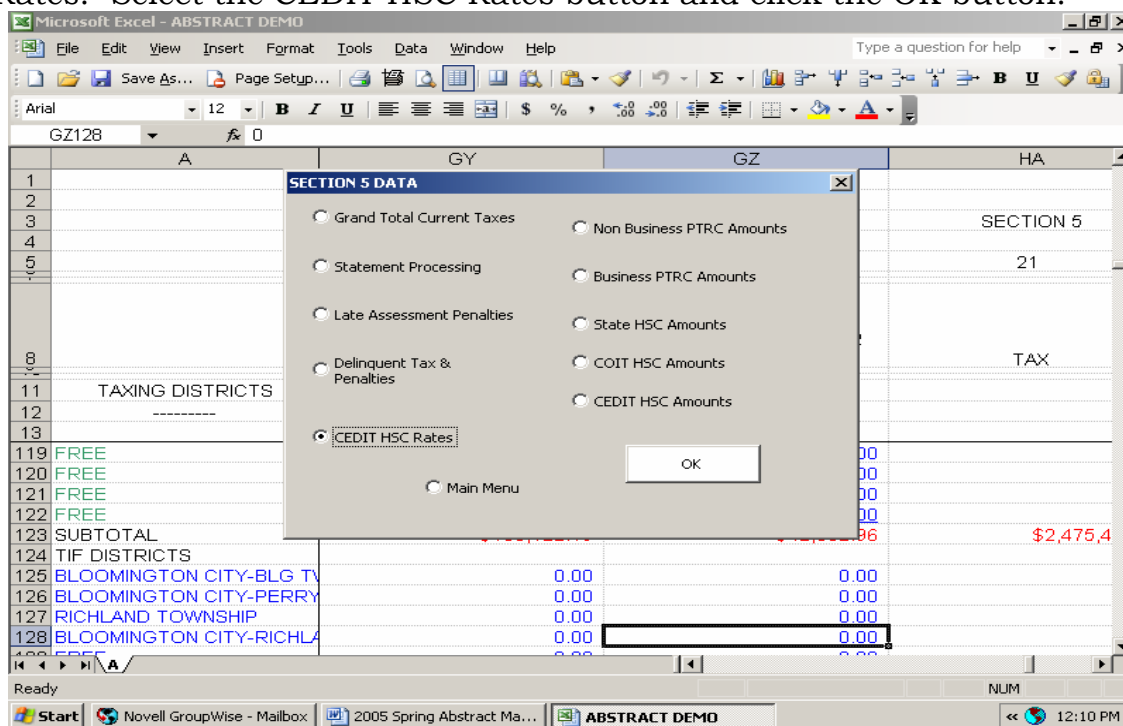
TIF CEDIT HSC Rates are entered in Column 11 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF CEDIT HSC Rate in decimal format.

After the TIF CEDIT HSC Rates have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

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The next data item to be entered into Section 5 if applicable is the TIF Non Business PTRC Amounts. Select the Non Business PTRC Amounts button and click the OK button.
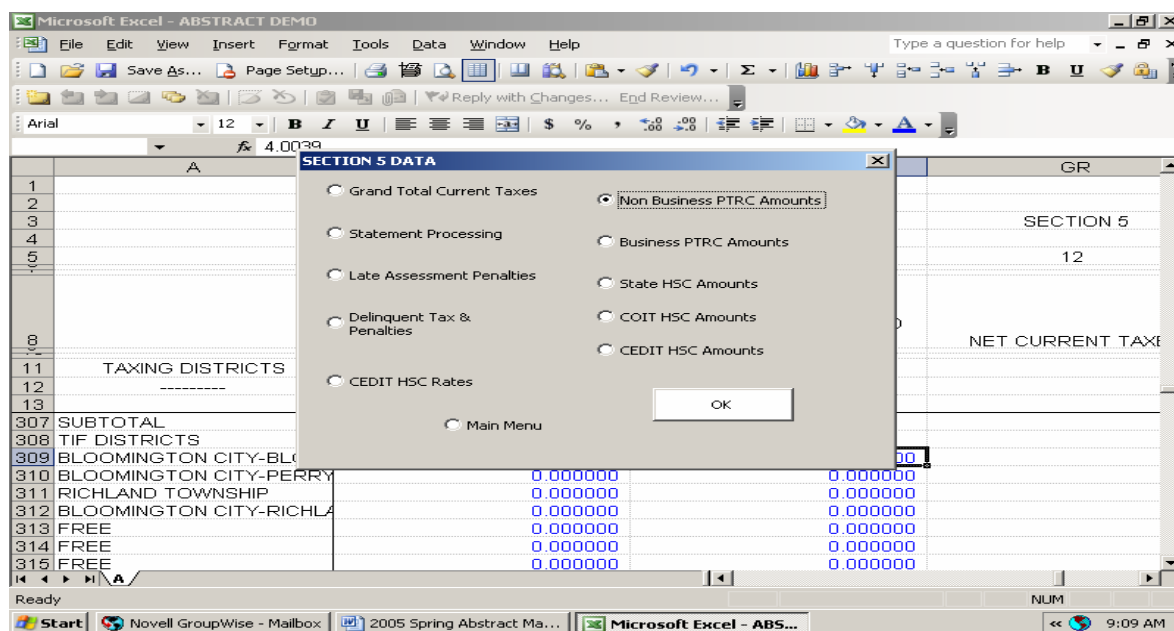
TIF Non Business PTRC amounts are entered in Columns 5 and 7of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Non Business amounts.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 5 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 7 of the TIF District(s) line. Detailed information on the calculation of TIF TIR PTRC amounts can be found in PART V of this manual.

After the TIF Non Business PTRC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

The next data item to be entered into Section 5 if applicable is the TIF Business PTRC Amounts. Select the Business PTRC Amounts button and click the OK button.
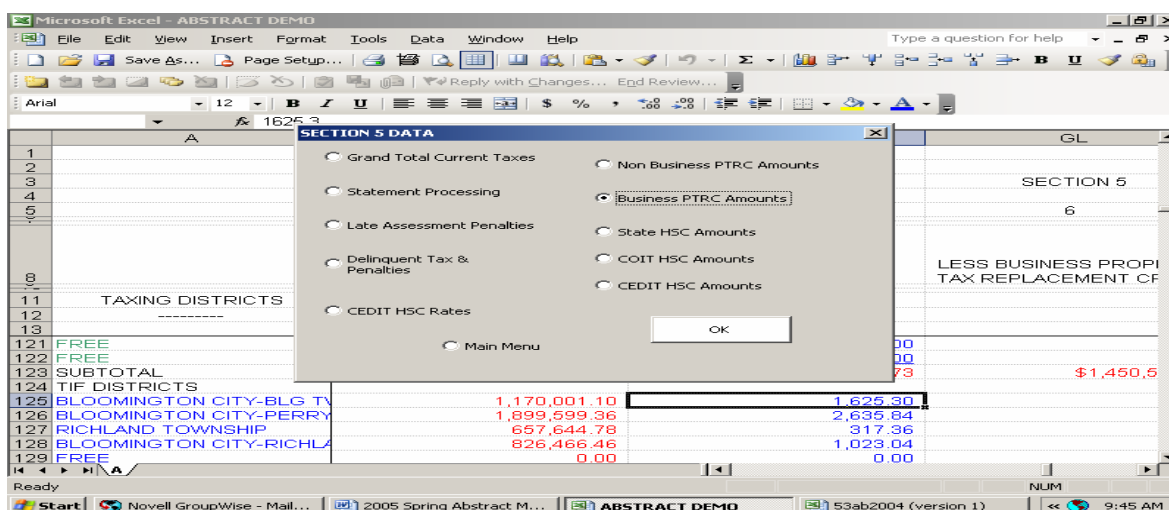
TIF Business PTRC amounts are entered in Columns 6 and 8 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF Non Business amounts.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 6 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 8 of the TIF District(s) line. Detailed information on the calculation of TIF TIR PTRC amounts can be found in PART V of this manual.

After the TIF Business PTRC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.

The next data item to be entered into Section 5 if applicable is the TIF State HSC Amounts. Select the State HSC Amounts button and click the OK button.
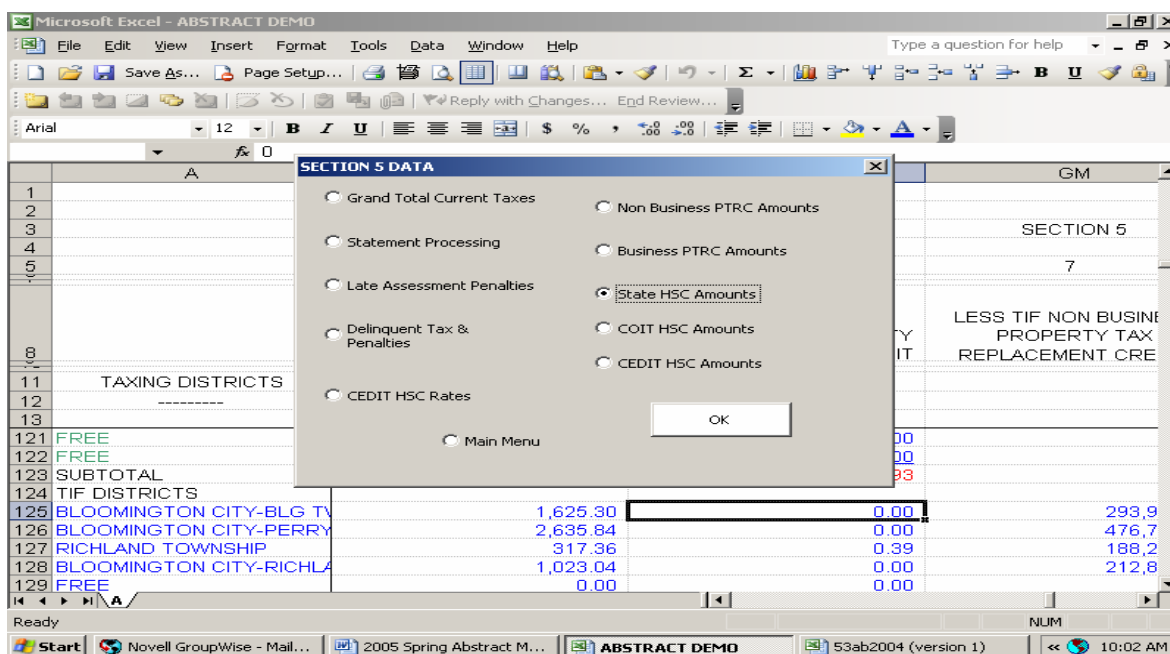
TIF State HSC amounts are entered in Column 9 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF State HSC amounts.
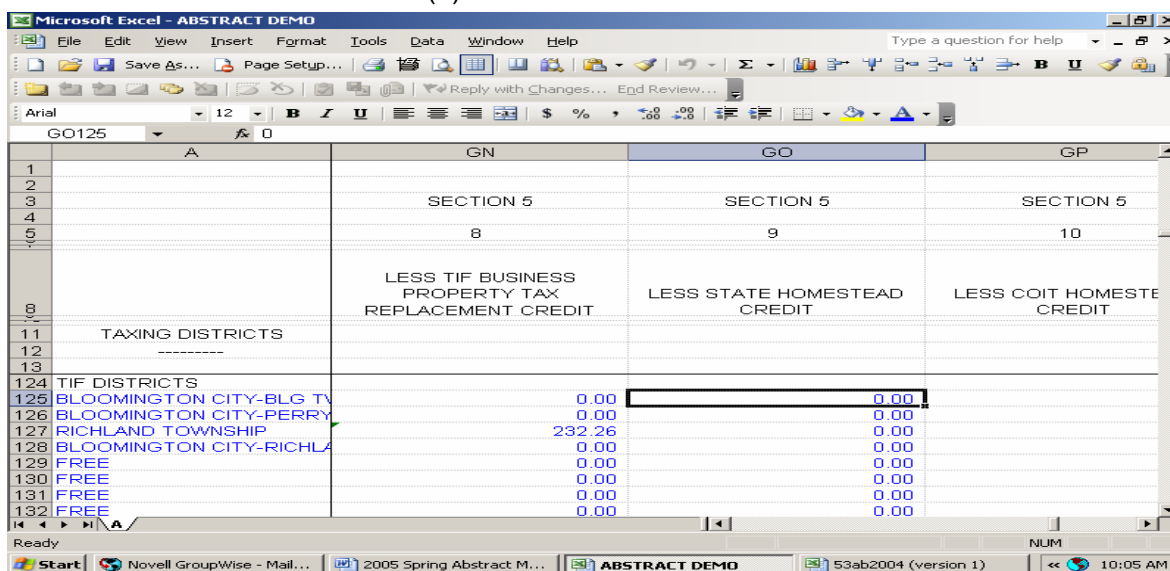
If a TIF District(s) has State HSC amounts, then you will need to subtract that HSC amount from column 9 in the regular taxing district.

After the TIF State HSC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
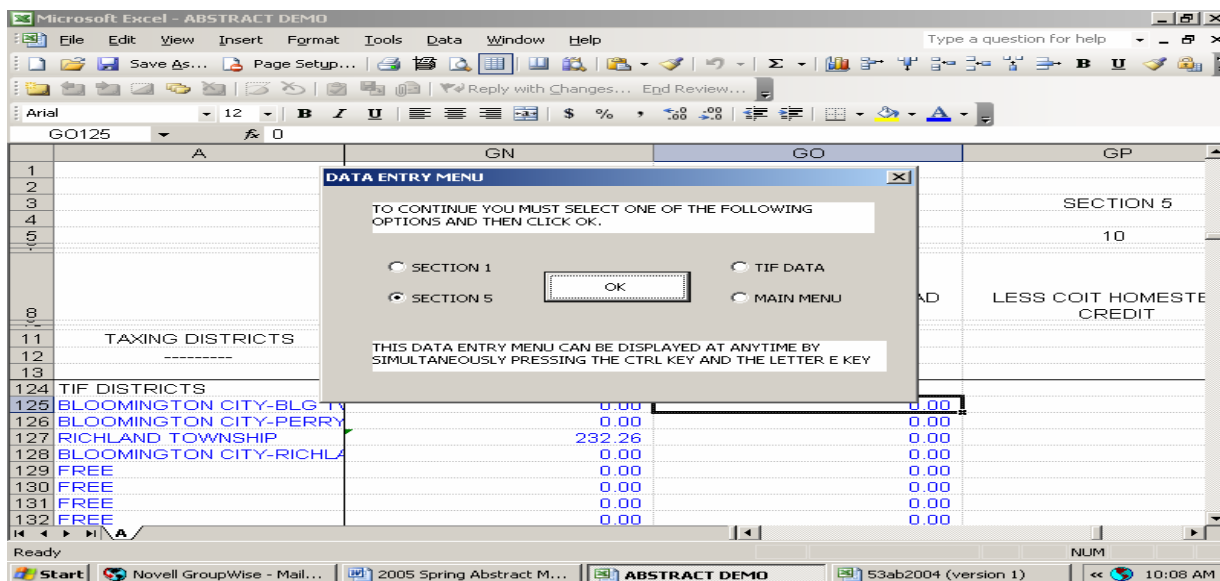
The next data item to be entered into Section 5 if applicable is the TIF COIT HSC Amounts. Select the COIT HSC Amounts button and click the OK button.
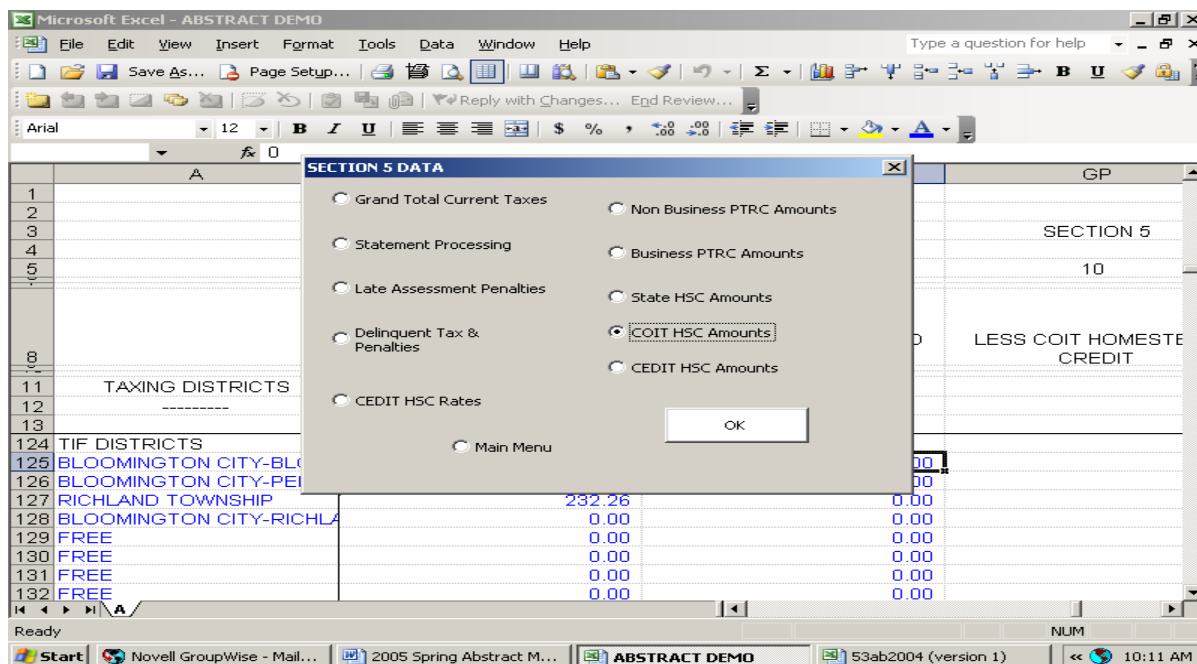
TIF COIT HSC amounts if applicable are entered in Column 10 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF COIT HSC amounts.

If a TIF District(s) has COIT HSC amounts, then you will need to subtract that HSC amount from Column 10 in the regular taxing district.

After the TIF COIT HSC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu. To continue to enter Section 5 data, then select the SECTION 5 button and click the OK button.
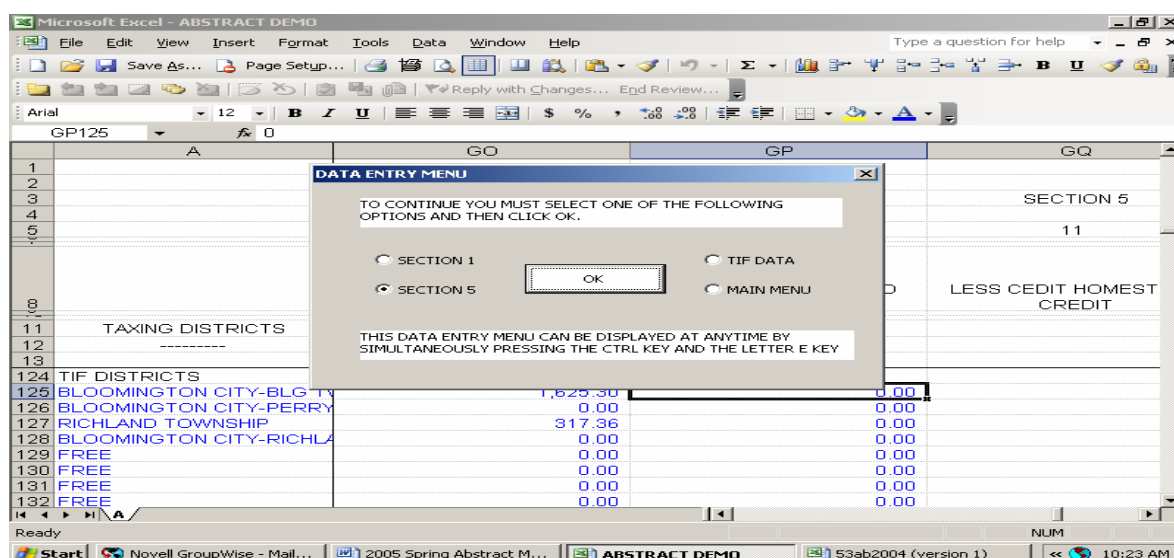
The next data item to be entered into Section 5 if applicable is the TIF CEDIT HSC Amounts. Select the CEDIT HSC Amounts button and click the OK button.
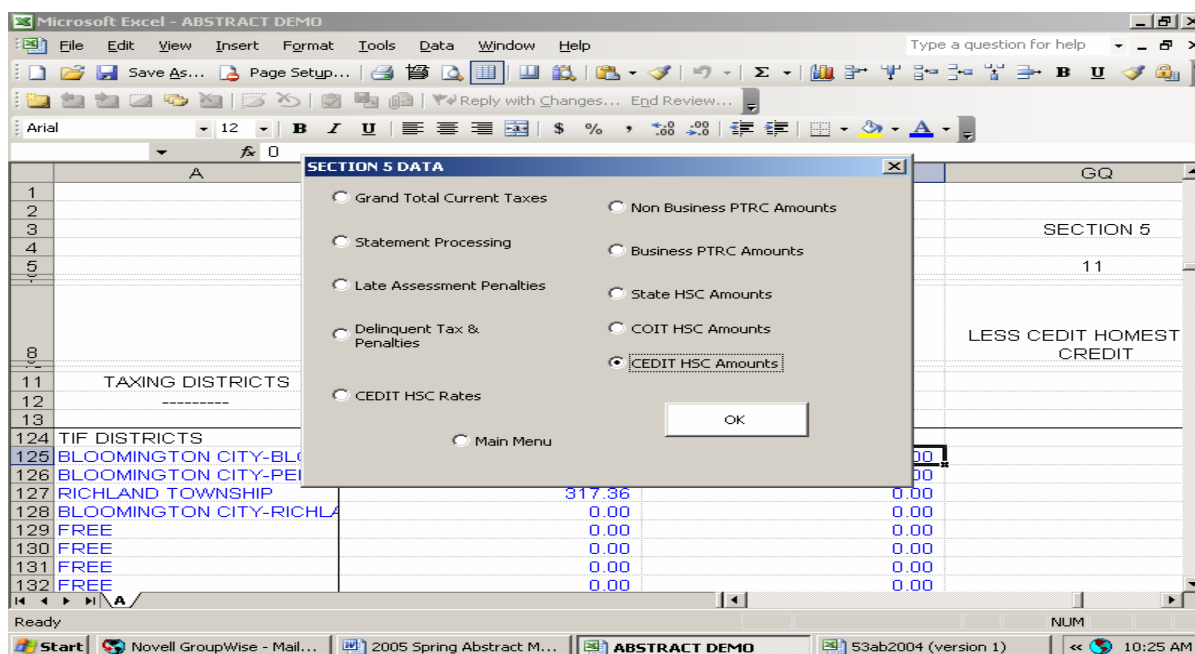
TIF CEDIT HSC amounts if applicable are entered in Column 11 of Section 5. You will need to scroll down to the TIF District(s) line and enter the TIF CEDIT HSC amounts.
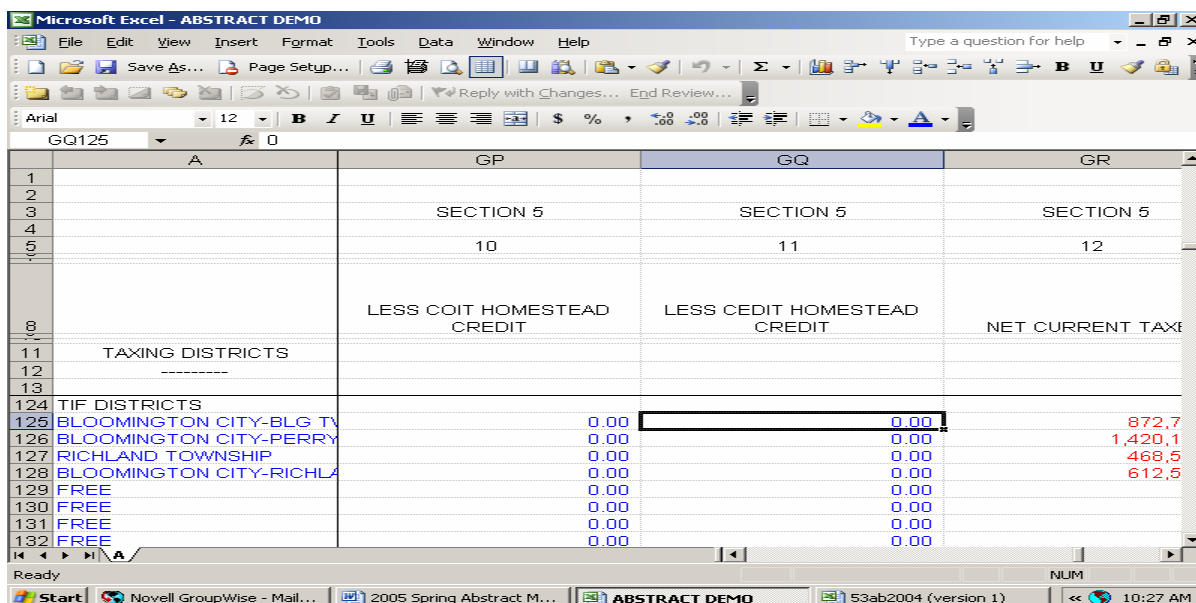
If a TIF District(s) has CEDIT HSC amounts, then you will need to subtract that HSC amount from Column 11 in the regular taxing district.

After the TIF CEDIT HSC Amounts have been entered, simultaneously press the CTRL "E" keys to return to the DATA ENTRY Menu.

This concludes the TIF Data Entry.

PART III

REVIEWING ABSTRACT

REVIEWING WORKSHEET

In the worksheet after Section 5 there are columns that calculate the Grand Total Current Taxes, the Property Tax Replacement Credit and Homestead Credit. These calculations are based on the tax rates DLGF has entered to the worksheet and the assessed values and tax amounts you have entered to the worksheet. We refer to these calculation columns as "Review Area" and "Difference" columns. They help us and you to validate the data you have entered to the worksheet.

There will be differences in the "Difference" columns, because there will be differences associated with rounding. Small rounding differences are ok and the abstract data that has been entered to the worksheet is most likely ok. Rounding differences will vary with the assessed value and tax amount. The larger the assessed value or tax amount is the larger the rounding difference is. Generally rounding differences are less the $50.00, but if the assessed value and/or tax amount is hundreds of millions, then the rounding difference can be a few hundred dollars.

To begin the DATA REVIEW, then from the MAIN MENU select the DATA REVIEW button and click the OK button.
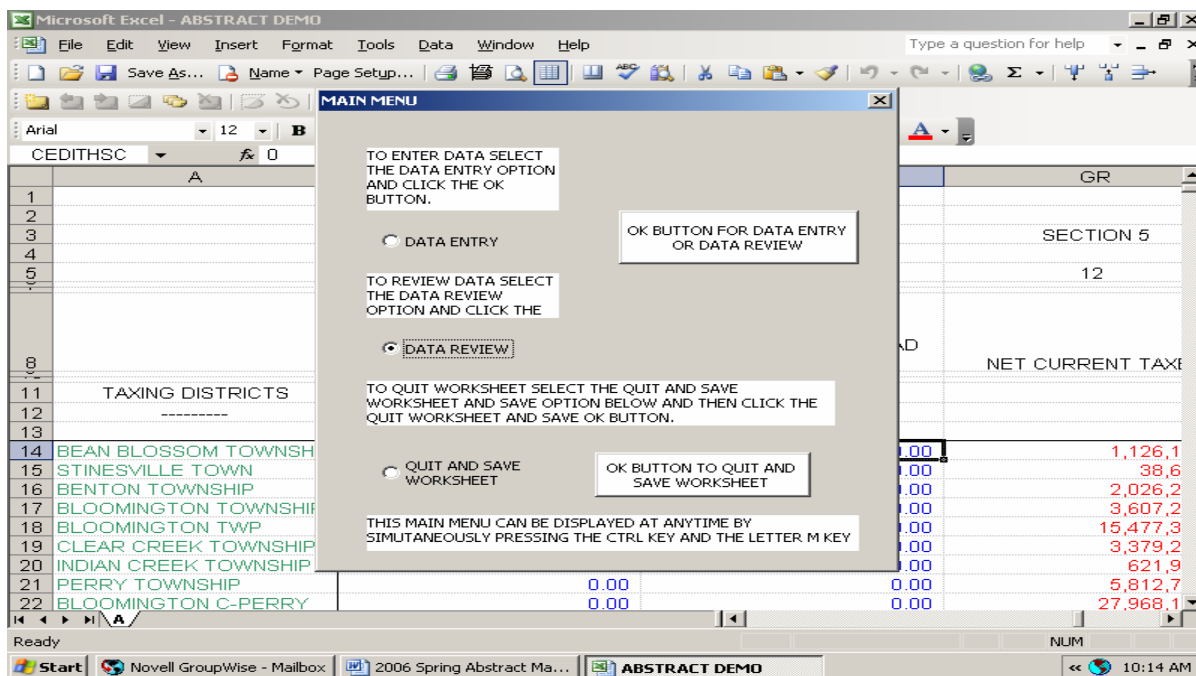
To review the Grand Total Current Taxes Differences, then at the DATA REVIEW MENU select Grand Total Current Taxes Differences and click the OK button.
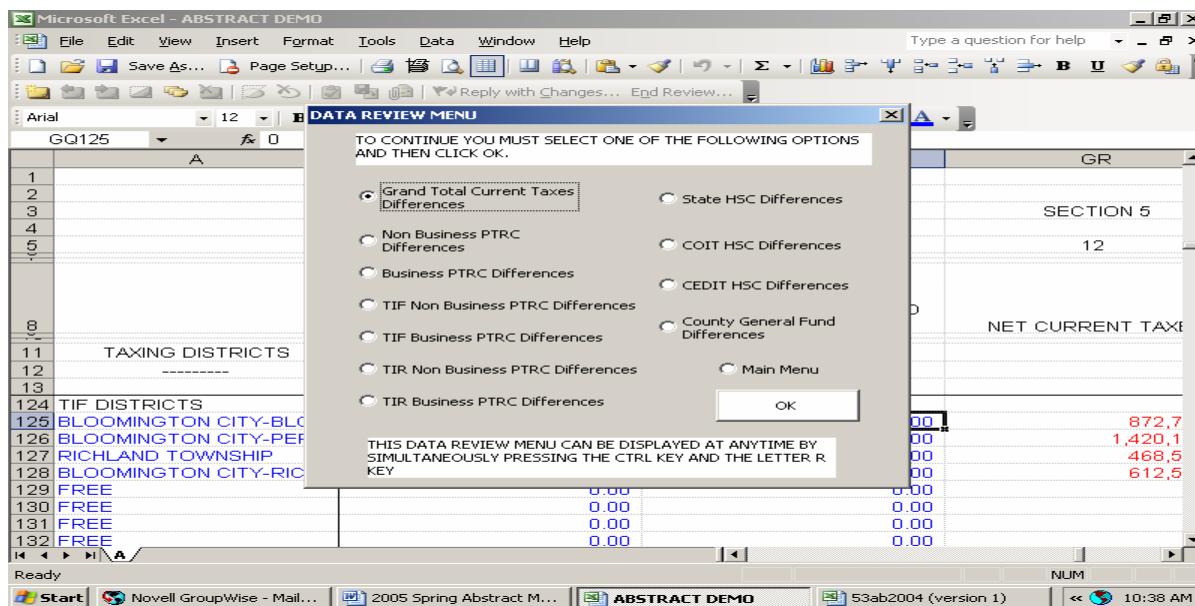
After clicking the OK button you will be taken to the Current Property Taxes Charged Difference Column.

The current property taxes charged review area column is the calculation of taxes that is from taking the Total Net Value of Taxables from Column 31, Section 1B times the Approved Tax Rate from Column 32, Section 1B divided by 100.

Total Net Value of Taxables (Column 31, Section 1B) X Approved Tax Rate (Column 32, Section 1B) ÷ 100 = Taxes charges review area

The amount in the Difference Column of the Current Property Taxes Charged Review Area is the difference between the calculated tax amount and the amount in Section 5 Column 4. This difference is a rounding difference.

The rounding difference should be a nominal amount, normally less than $50.00 but can be more if the total taxes amount is several millions and should vary in proportion to the size of the taxing district. The larger the amount of taxes, the greater the rounding difference will be.

The Difference Column is seldom zero. There is almost always a rounding difference. A difference of zero normally only happens in a small taxing district with few parcels. Differences that are considered greater than normal rounding errors **must be resolved** prior to submitting the abstract.

Common reasons for differences greater than rounding:

1. Valuations reported in Section 1 **DO NOT** agree with tax duplicate valuations.
2. TIF increment value not entered correctly in Section 1.
3. Total current taxes reported in Section 5 **DO NOT** agree with tax duplicate.
4. TIF increment taxes not entered correctly in Section 5.
5. Statement processing charges and late assessment penalties reported in Section 5 **DO NOT** agree with tax duplicate.
6. The worksheet tax rate does not agree with the tax rate used to calculate tax statements. (**Note: all tax rates used to calculate tax statements MUST AGREE with the tax rate certified by the Department of Local Government Finance. If they do not, then you will be required to recalculate tax statements.**)
7. The tax rates certified by the Department of Local Government Finance should be the same rate that has been entered to the worksheet by the Department of Local Government Finance. **If they are not, then contact the State Auditor's Office immediately.**

After the Grand Total Current Taxes Differences have been reviewed, then simultaneously press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the Non Business PTRC Differences. To review the PTRC Differences, select the Non Business PTRC Differences button and click the OK button.
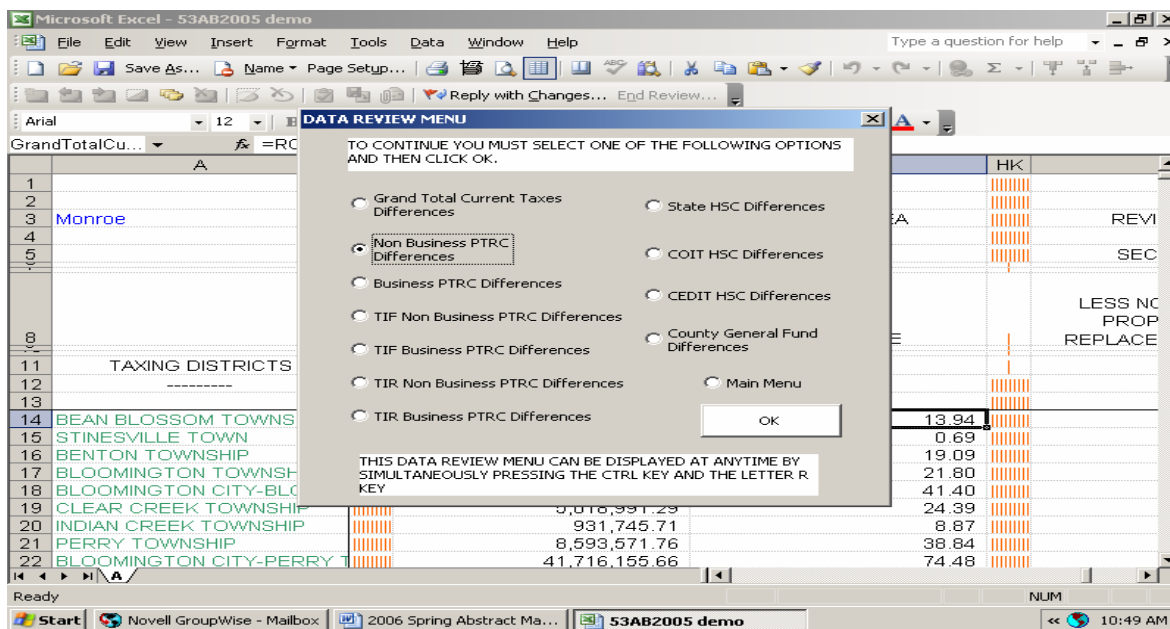
The calculation of the Less Non Business PTRC review area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 20) divided by 100 times the Approved Tax Rate (Section 1B, Column 32) times the Non-Business PTRC rate in decimal format.)

Net Real Estate and Non Business Personal Property (Section 1A, Column 20) X Approved Tax Rate (Section 1B, Column 32) X Non Business PTRC Rate = Review Area Less Non Business Property Tax Replacement Credit.

The amounts in the Difference Column of the Less Non Business Property Tax Replacement Credit review area equals the difference between the calculated PTRC amount and the PTRC amount entered in Section 5, Column 5. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

There is almost always a rounding difference. Differences that are greater than rounding **must be resolved** prior to submitting the abstract.

Some common reasons for differences greater than rounding are:

1. The PTRC amount reported in Section 5, Column 5 does not agree with the tax duplicate.
2. The worksheet PTRC rate does not agree with the PTRC rate used to calculate tax statements.
3. The PTRC rate entered by the Department of Local Government Finance in the tax rate area of the worksheet is not the same as the PTRC rate certified by the Department of Local Government Finance. **If they are not the same, then contact the State Auditor's Office immediately.**
4. The TIF PTRC amount was not entered in Section 5 correctly or the TIF PTRC rate was not entered in the tax rate area of the worksheet.

After the Non Business PTRC Differences have been reviewed, then simultaneously press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the Business PTRC Differences. To review the Business PTRC Differences, select the Business PTRC Differences button and click the OK button.
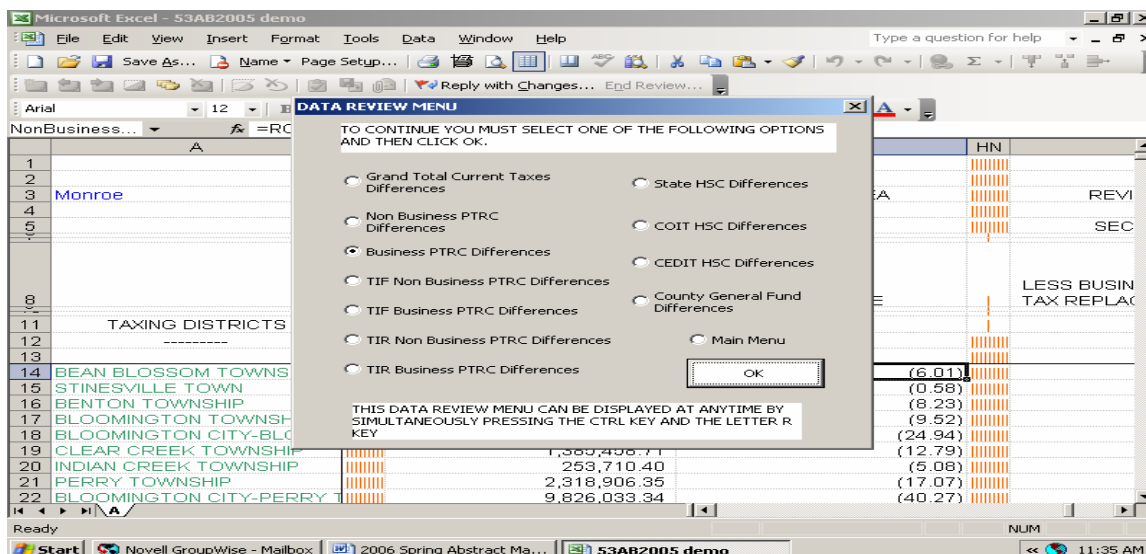
The calculation of the Less Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 30) times the Approved Tax Rate (Section 1B, Column 32) divided by 100 times (Business PTRC rate in decimal format).

Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 30) X Approved Tax Rate (Section 1B, Column 32) X Business PTRC Rate = Review Area "Less Business Property Tax Replacement Credit.

The amounts in the Difference Column of the Less Business Property Tax Replacement Credit review area equals the difference between the calculated PTRC amount and the PTRC amount entered in Section 5, Column 6. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero. There is almost always a rounding difference. Differences that are greater than rounding must be resolved prior to submitting the abstract.

Some common reasons for differences greater than rounding are:

1. The PTRC amount reported in Section 5, Column 6 does not agree with the tax duplicate.
2. The worksheet PTRC rate does not agree with the PTRC rate used to calculate tax statements.
3. The PTRC rate entered by the Department of Local Government Finance in the tax rate area of the worksheet is not the same as the PTRC rate certified by the Department of Local Government Finance. **If they are not the same, then contact the State Auditor's Office immediately.**
4. The TIF PTRC amount was not entered in Section 5 correctly or the TIF PTRC rate was not entered in the tax rate area of the worksheet

After the Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the TIF Non Business PTRC Differences. If your county does have TIF, then you may continue checking the differences by selecting the State HSC Differences button.

To review the TIF Non Business PTRC Differences, select the TIF Non Business PTRC Differences button and click the OK button.
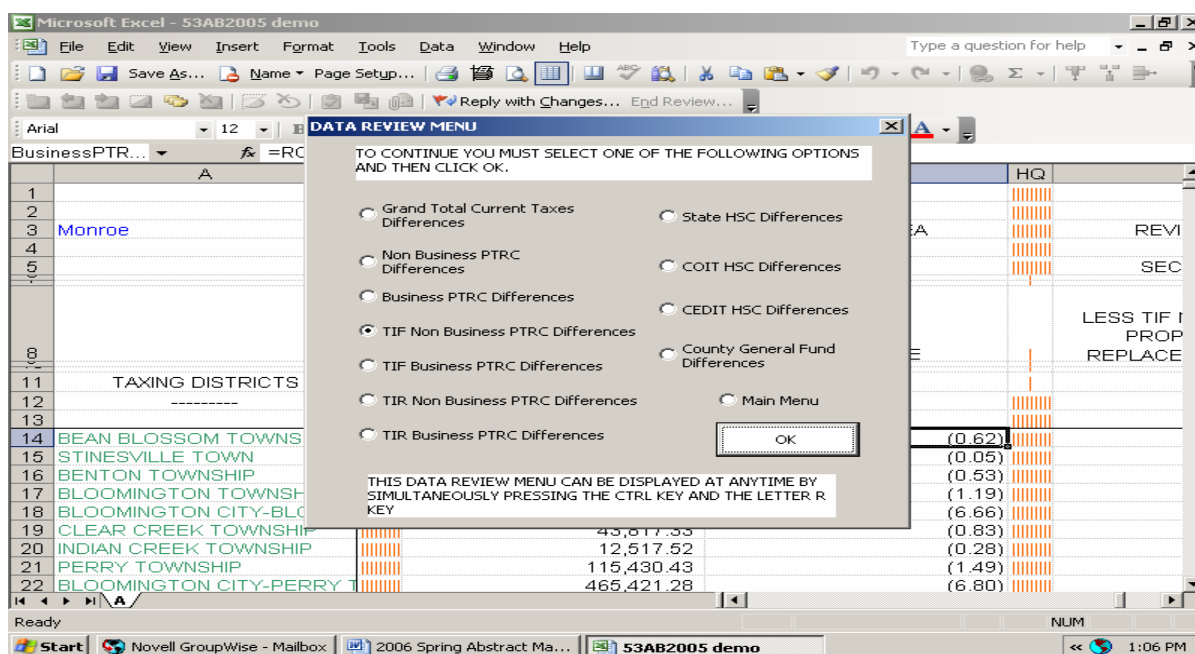
The calculation of the Less TIF Non Business PTRC Differences Review Area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 20 TIF District) divided by 100 times the Approved Tax Rate (Section 1B, Column 32) times the Non-Business PTRC rate in decimal format.)

Net Real Estate and Non Business Personal Property TIF District (Section 1A, Column 20) X Approved Tax Rate (Section 1B, Column 32) X Non Business PTRC Rate = Review Area "Less TIF Non Business Property Tax Replacement Credit.

The amounts in the Difference Column of the Less TIF Non Business Property Tax Replacement Credit review area equals the difference between the calculated TIF PTRC amount and the TIF PTRC amount entered in Section 5, Column 7. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district.

The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

There is almost always a rounding difference. Differences that are greater than rounding ***must be resolved*** prior to submitting the abstract.

Some common reasons for differences greater than rounding are:

1. The Non Business PTRC amount reported in Section 5, Column 7 does not agree with the tax duplicate.
2. The worksheet Non Business PTRC rate does not agree with the Non Business PTRC rate used to calculate tax statements.
3. The Non Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Non Business PTRC rate certified by the Department of Local Government Finance. **If they are not the same, verify the rate entered in the spreadsheet TIF District is the same rate certified by the Department of Local Government Finance.**
4. The TIF Non Business PTRC amount was not entered in Section 5 correctly or the TIF Non Business PTRC rate was not entered in the tax rate area of the worksheet

After the TIF Non Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the DATA REVIEW MENU

The next data to be reviewed is the TIF Business PTRC Differences. To review the TIF Business PTRC Differences, select the TIF Business PTRC Differences button and click the OK button.
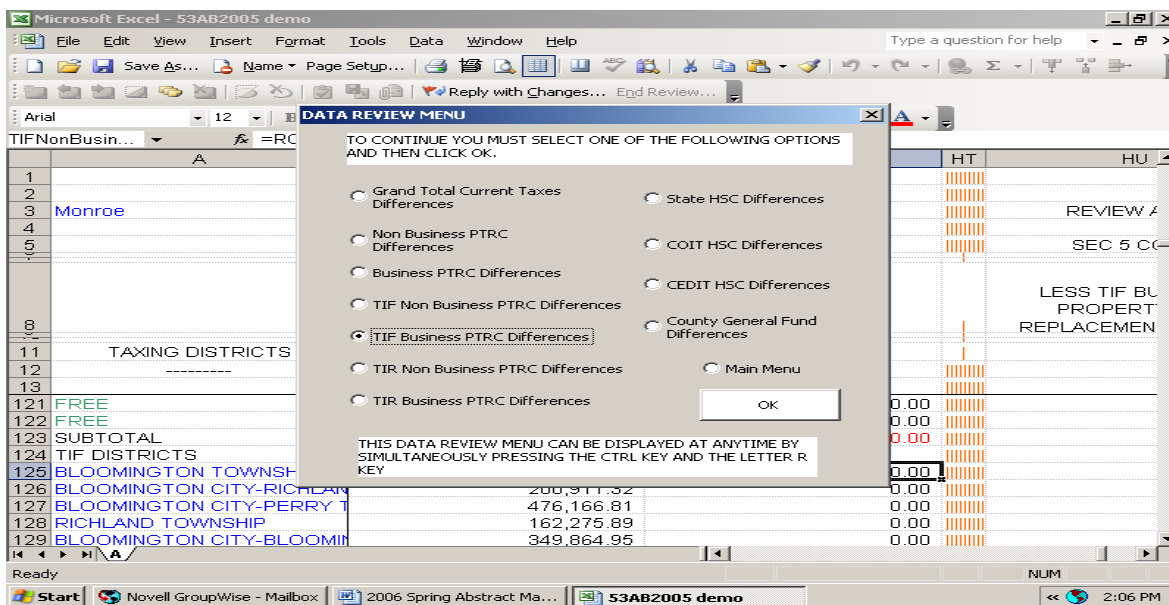
The calculation of the Less TIF Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 31 TIF District) times the Approved Tax Rate (Section 1B, Column 32) divided by 100 times Business PTRC rate in decimal format.

Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 31) X Approved Tax Rate (Section 1B, Column 32) X Business PTRC Rate = Review Area "Less TIF Business Property Tax Replacement Credit.

The amounts in the Difference Column of the Less TIF Business Property Tax Replacement Credit review area equals the difference between the calculated TIF PTRC amount and the TIF PTRC amount entered in Section 5, Column 8. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

There is almost always a rounding difference. Differences that are greater than rounding **_must be resolved_** prior to submitting the abstract.

Some common reasons for differences greater than rounding are:

1. The Business PTRC amount reported in Section 5, Column 8 does not agree with the tax duplicate.
2. The worksheet Business PTRC rate does not agree with the Business PTRC rate used to calculate tax statements.
3. The Business PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Business PTRC rate certified by the Department of Local Government Finance. **If they are not the same, verify the rate entered in the spreadsheet TIF District is the same rate certified by the Department of Local Government Finance.**
4. The TIF Business PTRC amount was not entered in Section 5 correctly or the TIF Business PTRC rate was not entered in the tax rate area of the worksheet

After the TIF Business PTRC Differences have been reviewed, simultaneously, press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the TIR Non Business PTRC Differences. To review the TIR Non Business PTRC Differences, select the TIR Non Business PTRC Differences button and click the OK button.
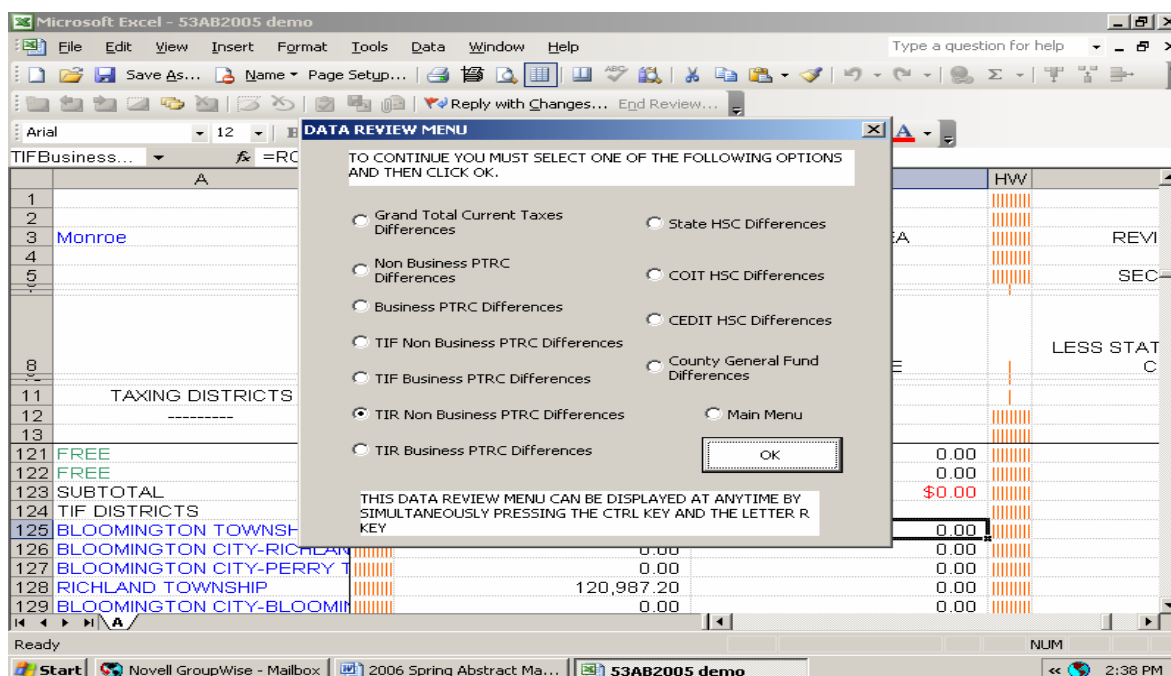
The calculation of the TIR Non Business PTRC Differences Review Area column is the Net Real Estate and Non Business Personal Property (Section 1A, Column 20 TIF District) divided by 100 times the Approved TIR Tax Rate times the Non-Business PTRC rate in decimal format.

Net Real Estate and Non Business Personal Property TIF District (Section 1A, Column 20) X Approved TIR Tax Rate X Non Business PTRC Rate = Review Area "Less TIR Non Business Property Tax Replacement Credit.

The amounts in the Difference Column of the Less TIR Non Business Property Tax Replacement Credit review area equals the difference between the calculated TIR Non Business PTRC amount and the TIR Non Business PTRC amount entered in Section 5, Column 5. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district.

Some common reasons for differences greater than rounding are:

1. The Non Business TIR PTRC amount reported in Section 5, Column 5 does not agree with the tax duplicate.
2. The worksheet Non Business TIR PTRC rate does not agree with the Non Business TIR PTRC rate used to calculate tax statements.
3. The Non Business TIR PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Non Business TIR PTRC rate certified by the Department of Local Government Finance. **If they are not the same, verify the rate entered in the spreadsheet TIF District is the same rate certified by the Department of Local Government Finance.**
4. The TIR Non Business PTRC amount was not entered in Section 5 correctly or the TIR Non Business PTRC rate was not entered in the tax rate area of the worksheet.

After the TIF Non Business PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the DATA REVIEW MENU.
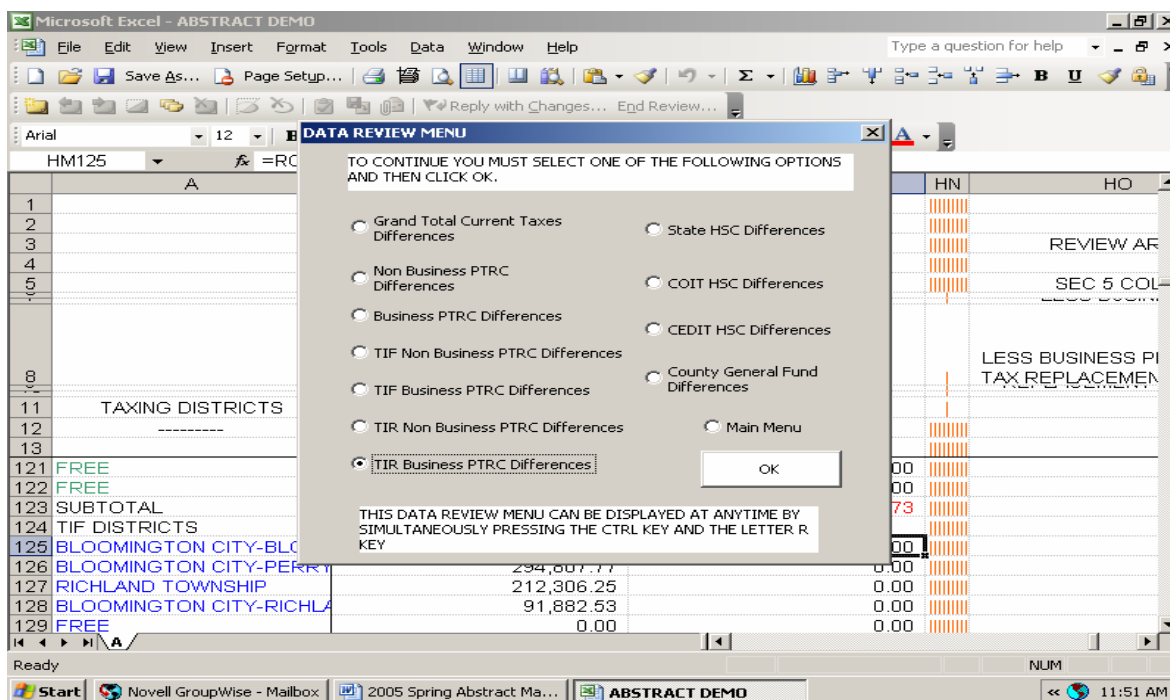
The calculation of the TIF Business PTRC review area column is the Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 31 TIF District) times the Approved TIR Tax Rate divided by 100 times Business PTRC rate in decimal format.

Net Value of Railroads, Utilities and Business Personal Property (Section 1B, Column 31) X Approved TIR Tax Rate (Section 1B, Column 32) X Business PTRC Rate = Review Area "Less TIF Business Property Tax Replacement Credit.

The amounts in the Difference Column of the TIF Business Property Tax Replacement Credit review area equals the difference between the calculated TIR PTRC amount and the TIR PTRC amount entered in Section 5, Column 6. This difference is a rounding difference. The rounding differences should be small amounts and should be less than the current property tax rounding differences. The difference should vary in proportion to the size of the taxing district. The larger the dollar amount of the replacement credit the larger the rounding difference will be. The difference column should rarely equal zero.

Some common reasons for differences greater than rounding are:

1. The Business TIR PTRC amount reported in Section 5, Column 6 does not agree with the tax duplicate.
2. The worksheet Business TIR PTRC rate does not agree with the Business TIR PTRC rate used to calculate tax statements.
3. The Business TIR PTRC rate entered in the TIF District in the tax rate area of the worksheet is not the same as the Business PTRC rate certified by the Department of Local Government Finance. **If they are not the same, verify the rate entered in the spreadsheet TIF District is the same rate certified by the Department of Local Government Finance.**
4. The TIF Business TIR PTRC amount was not entered in Section 5 correctly or the TIF Business TIR PTRC rate was not entered in the tax rate area of the worksheet.

After the TIF Business TIR PTRC Differences have been reviewed, then simultaneously, press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the State HSC Differences. To review the
State HSC Differences, select the State HSC Differences button and click the
OK button.
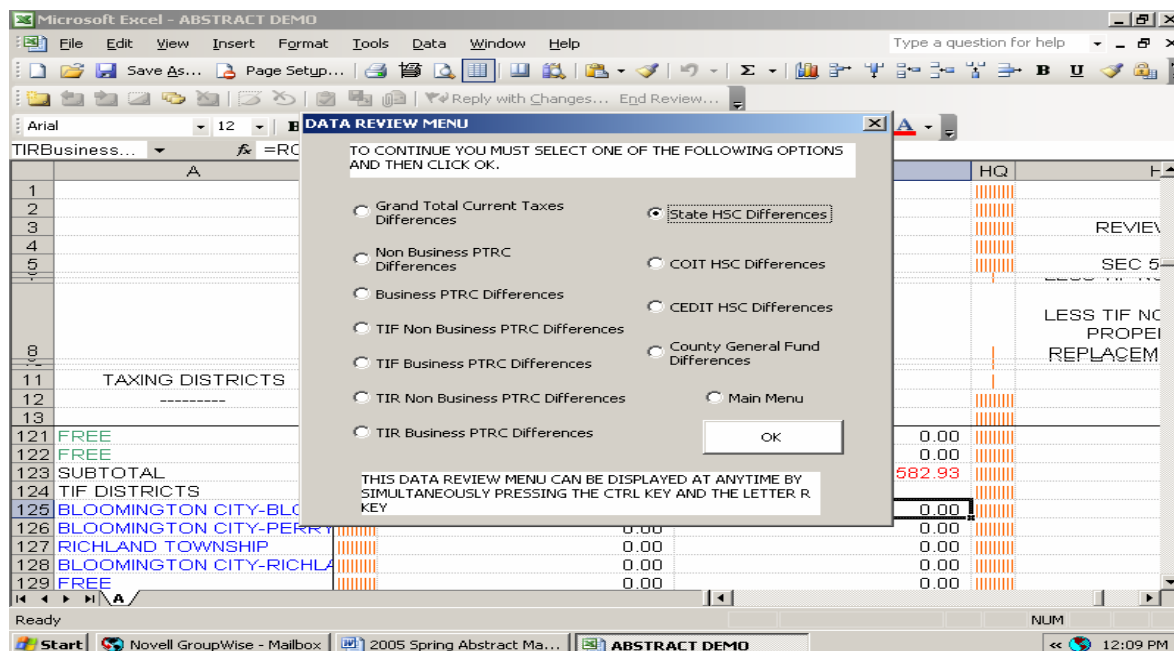
The calculation of the Less State Homestead Credit Review Area column is the
Net Residential Taxes times the State Homestead Credit rate. The Net
Residential Taxes equals the gross residential taxes less the property tax
replacement credit on the gross residential taxes. The gross residential taxes
equal the Total Net Residential Value (Section 1B, Column 33) times the
Approved Tax Rate (Section 1B, Column 32). The property tax replacement
credit on the gross residential taxes equals the gross residential taxes times the
non-business property tax replacement credit rate.

**Net Residential Value (Section 1B, Column33) X Approved Tax Rate
(Section 1B, Column 32) = Gross Residential Taxes**

**Gross Residential Taxes X Non Business PTRC Rate =
Residential Property Tax Replacement Credit**

**Gross Residential Taxes minus Residential Property
Tax Replacement Credit = Net Residential Taxes**

**Net Residential Taxes X State HSC Rate =
Review Area State Homestead Credit**

The amount in the Difference Column of the State Homestead Credit review area equals the difference between the calculated State HSC amount and the State HSC amount entered in Section 5, Column 9. This difference is a rounding difference. The rounding differences should be small amounts and **should be less** than the current property tax rounding differences.


Some common reasons for differences greater than rounding:

1. The State Homestead Credit amount reported in Section 5, Column 9 does not agree with the tax duplicate.
2. The worksheet State Homestead Credit Rate does not agree with the State Homestead Credit used to calculate Tax Statements.
3. The Net Residential Value was not entered in Section 1B, Column 33 or the amount entered does not agree with tax duplicates.

After the STATE HSC Differences have been verified, then simultaneously press the CTRL "R" keys to return to the DATA REVIEW MENU.

If applicable, the next data to be reviewed is the COIT HSC Differences. To review the COIT HSC Differences, select the COIT HSC Differences button and click the OK button.
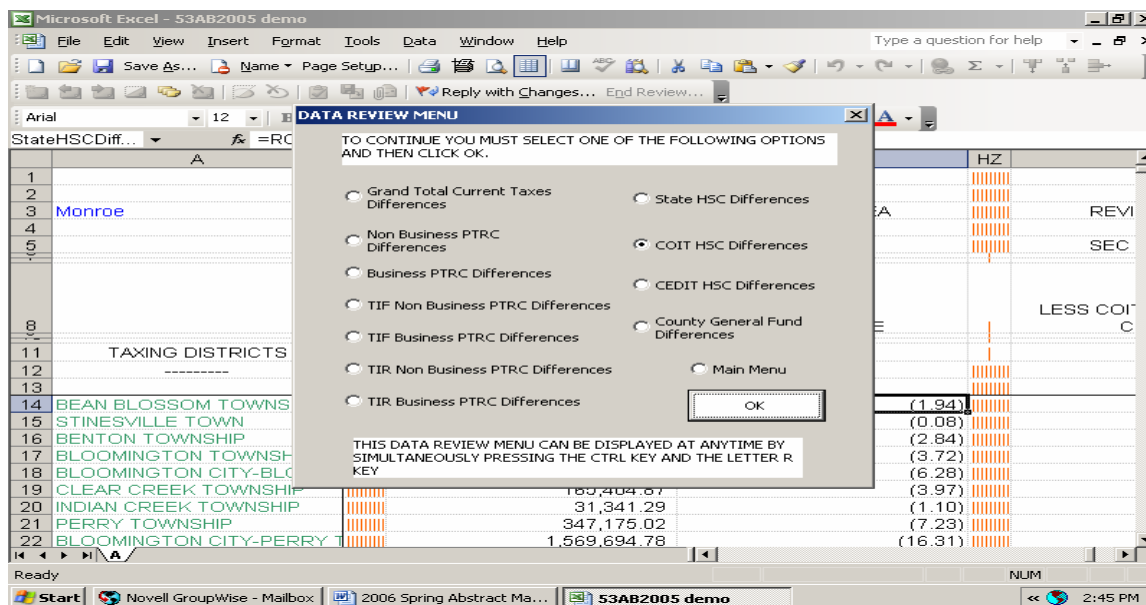
The calculation of the Less COIT Homestead Credit Review Area column is the Net Residential Taxes times the COIT Homestead Credit rate. The Net Residential Taxes equals the gross residential taxes less the property tax replacement credit on the gross residential taxes. The gross residential taxes equal the Total Net Residential Value (Section 1B, Column 33) times the Approved Tax Rate (Section 1B, Column 32). The property tax replacement credit on the gross residential taxes equals the gross residential taxes times the non-business property tax replacement credit rate.

Net Residential Value (Section 1B, Column33) X Approved Tax Rate (Section 1B, Column 32) = Gross Residential Taxes

Gross Residential Taxes X Non Business PTRC Rate = Residential Property Tax Replacement Credit

Gross Residential Taxes minus Residential Property Tax Replacement Credit = Net Residential Taxes

Net Residential Taxes X COIT HSC Rate = Review Area COIT Homestead Credit

The amount in the Difference Column of the COIT Homestead Credit review area equals the difference between the calculated COIT HSC amount and the COIT HSC amount entered in Section 5, Column 10. This difference is a rounding difference. The rounding differences should be small amounts and **should be less** than the current property tax rounding differences.

Some common reasons for differences greater than rounding:

1. The COIT Homestead Credit amount reported in Section 5, Column 10 does not agree with the tax duplicate.
2. The worksheet COIT Homestead Credit Rate does not agree with the COIT Homestead Credit used to calculate Tax Statement.
3. The Net Residential Value was not entered in Section 1B, Column 33 or the amount entered does not agree with tax duplicates.

After the COIT HSC Differences have been reviewed, then simultaneously press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the CEDIT HSC Differences. To review the CEDIT HSC Differences, select the CEDIT HSC Differences button and click the OK button.
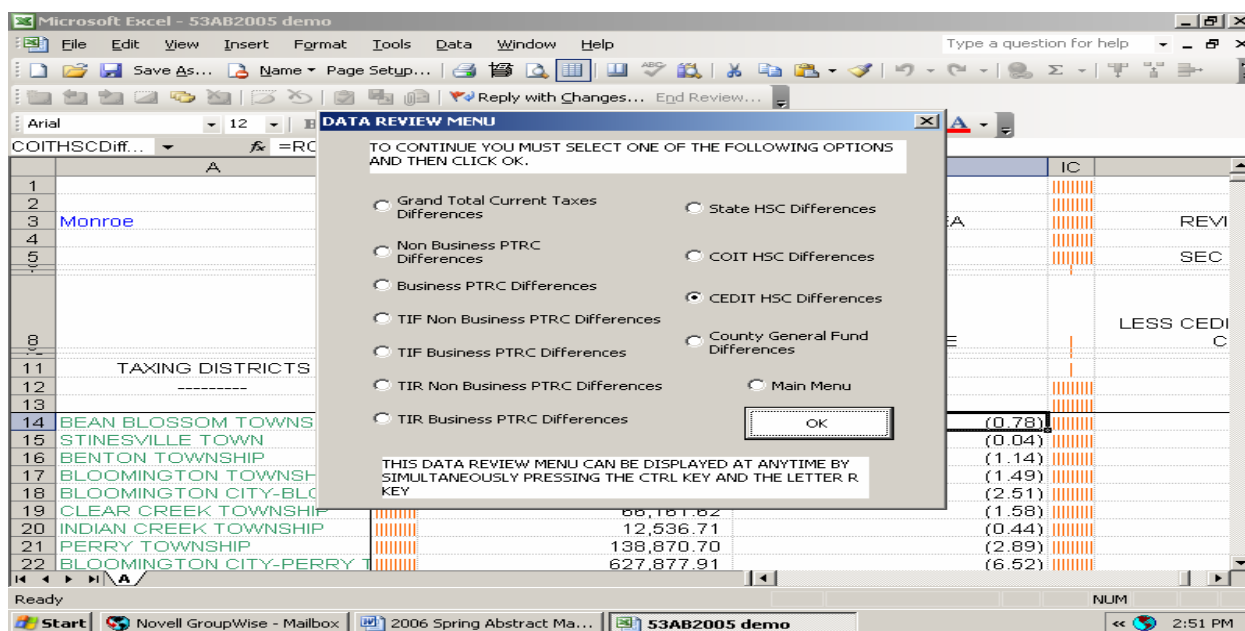
The calculation of the Less CEDIT Homestead Credit Review Area column is the Net Residential Taxes times the CEDIT Homestead Credit rate. The Net Residential Taxes equals the gross residential taxes less the property tax replacement credit on the gross residential taxes. The gross residential taxes equal the Total Net Residential Value (Section 1B, Column 33) times the Approved Tax Rate (Section 1B, Column 32). The property tax replacement credit on the gross residential taxes equals the gross residential taxes times the non-business property tax replacement credit rate.

Net Residential Value (Section 1B, Column33) X Approved Tax Rate (Section 1B, Column 32) = Gross Residential Taxes

Gross Residential Taxes X Non Business PTRC Rate = Residential Property Tax Replacement Credit

Gross Residential Taxes minus Residential Property Tax Replacement Credit = Net Residential Taxes

Net Residential Taxes X CEDIT HSC Rate = Review Area CEDIT Homestead Credit

Some common reasons for differences greater than rounding:

1. The CEDIT Homestead Credit amount reported in Section 5, Column 11 does not agree with the tax duplicate.
2. The worksheet CEDIT Homestead Credit Rate does not agree with the CEDIT Homestead Credit used to calculate Tax Statement.
3. The Net Residential Value was not entered in Section 1B, Column 33 or the amount entered does not agree with tax duplicates.

After the CEDIT HSC Differences have been verified, then simultaneously press the CTRL "R" keys to return to the DATA REVIEW MENU.

The next data to be reviewed is the County General Fund Differences. To review the County General Fund differences, select the County General Fund Differences button and click the OK button.
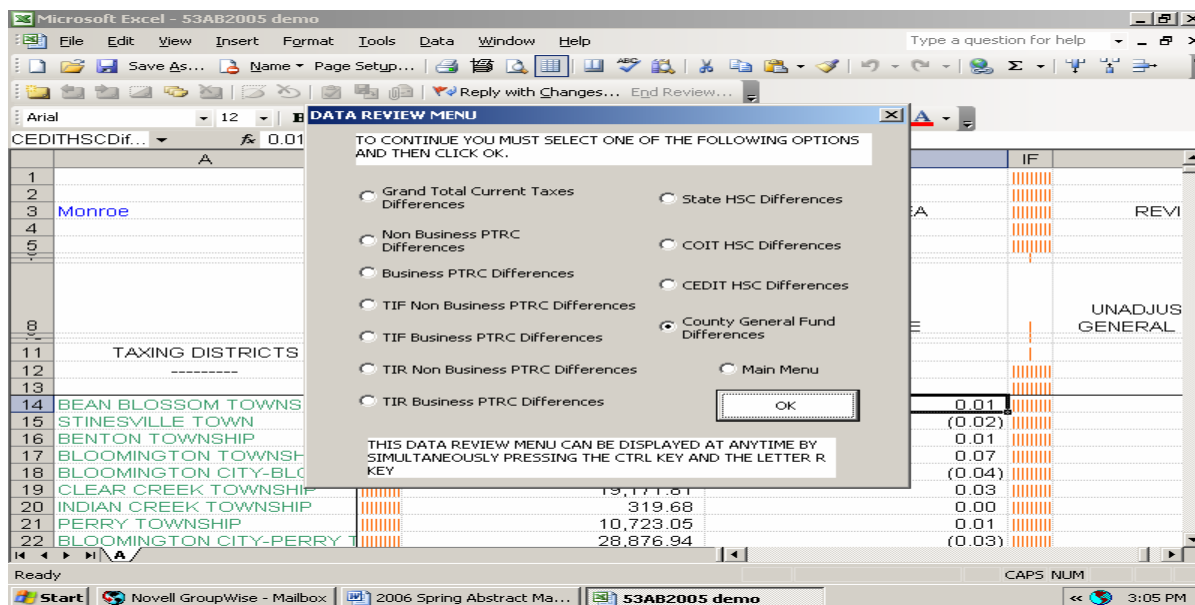
After clicking OK you will be taken to the County General Fund Review Area and Differences columns.
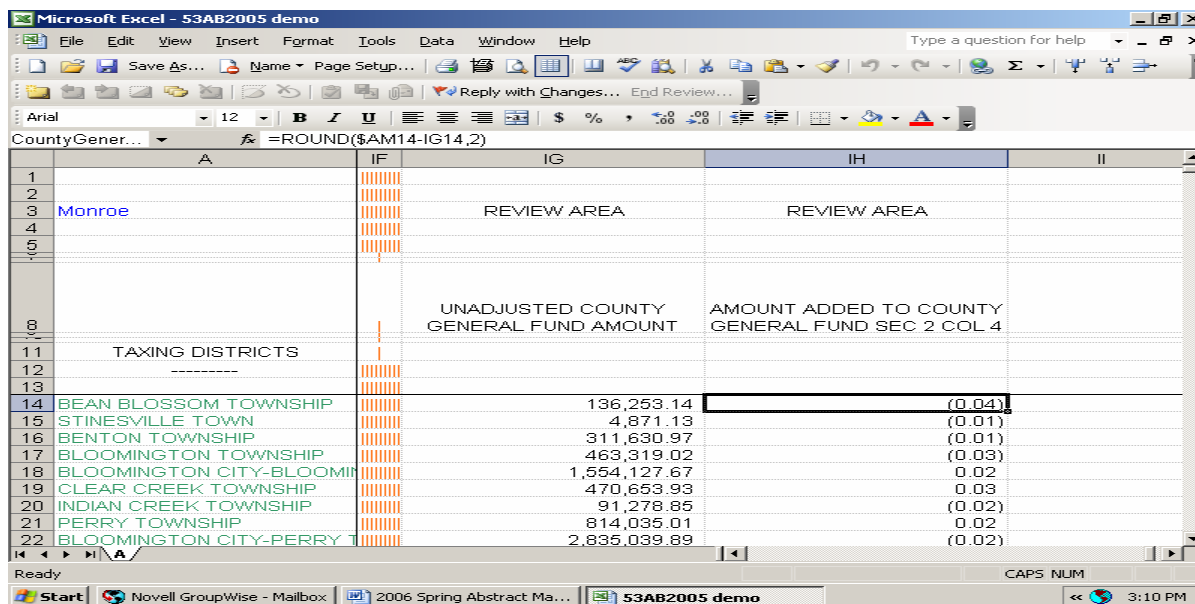
The worksheet allocates the Grand Total Current Taxes amount to the funds in Sections 2 through 4. The Grand Total Current Taxes amount is allocated by the fund tax rate. Whenever this allocation is done the individual fund amounts may not add to the Grand Total Current Taxes amount, because of rounding. In this abstract worksheet all of the rounding adjustments have been made to the County General Fund amount. The Review Area column labeled "Amount Added to County General Fund" is the rounding adjustment added to the County General Fund. These rounding adjustments should only be a few cents. If there are any adjustments greater than a few cents, then contact the State Auditor's Office immediately.

After all of the data review has been completed, then simultaneously press the CTRL "M" keys to return to the MAIN MENU.

This concludes the worksheet data review.

PART IV

SAVING ABSTRACT

WORKSHEET

SAVING WORKSHEET

You must save the worksheet before closing it. From the MAIN MENU select the QUIT AND SAVE WORKSHEET button and click the OK BUTTON TO QUIT AND SAVE WORKSHEET.
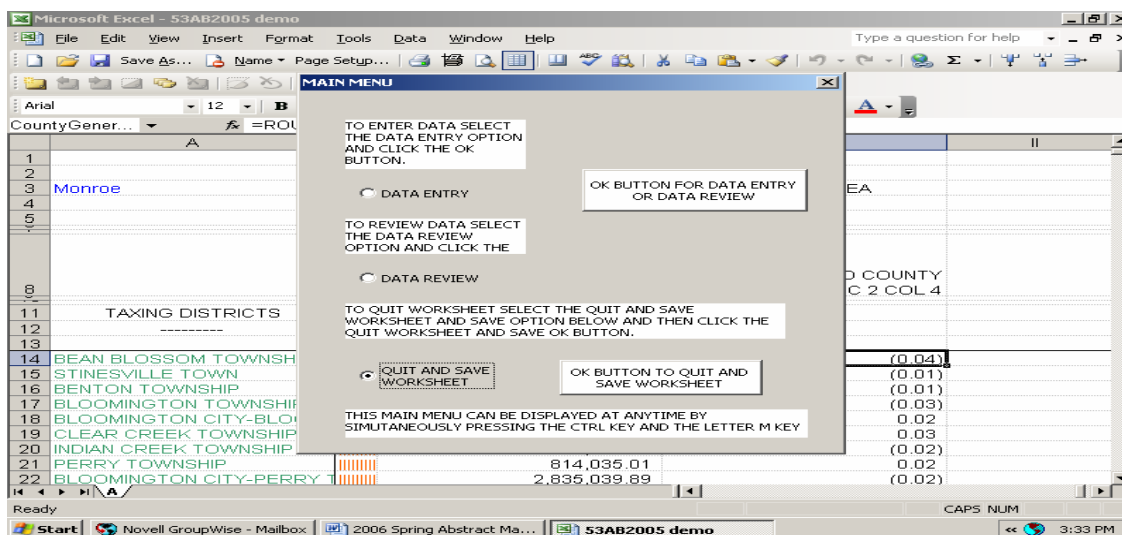
After you have read and understood the instructions, click the OK button.
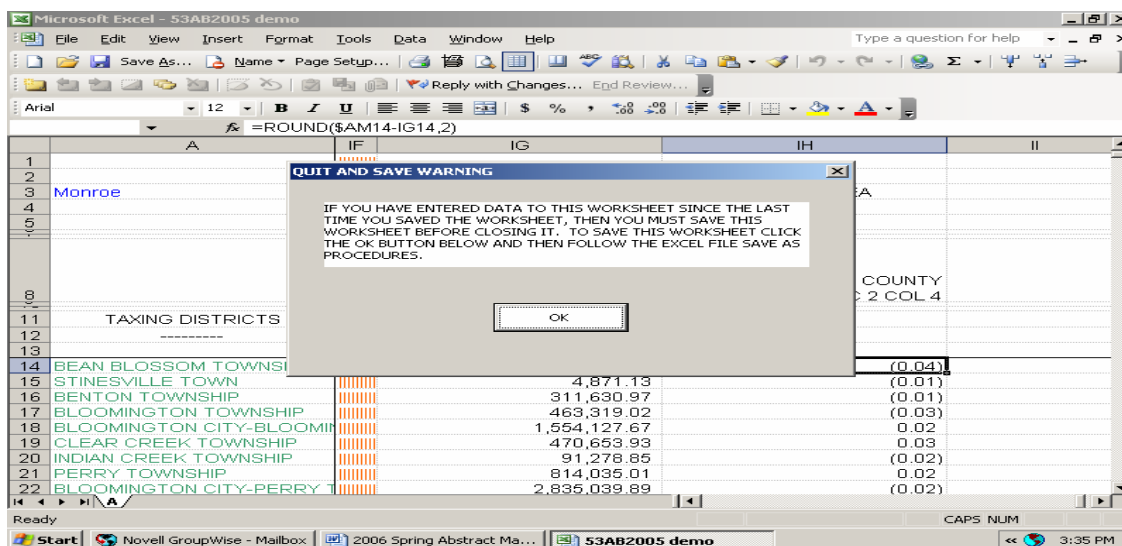
After clicking OK, then the Excel worksheet menu bar can be used to save the worksheet.

From the Excel menu bar select File and then select Save As. In the Save As box locate where you want to save the worksheet, then click the Save button.

PART V

ABSTRACT
DETAILED INFORMATION AND
GENERAL INSTRUCTIONS

The abstract of taxes is to be prepared as soon as the tax duplicates are completed, **but not before**. In the past, problems have occurred at December Settlement with abstract charges being different than the charges shown on the abstract filed with the Auditor of State's Office. What appears to be occurring is that abstracts are being prepared from abstract worksheets, produced by the county's computer system, that have been generated prior to the production of the tax duplicates. Careful attention needs to be taken in the generation of the abstract worksheets from the county's computer system. Calculate tax duplicates first and generate abstract worksheets immediately following. **Do not generate abstract worksheets from the county's computer system prior to calculating tax duplicates.** If the abstract worksheet is produced from the county's computer system and changes are made to tax parcels after the production of the abstract worksheet and prior to the production of the tax duplicates, then the abstract worksheet and abstract will not agree with the tax duplicates. In these instances the worksheets will need to be printed again. If the worksheets are not printed again, then at December Settlement the county's computer system will report as abstract charges the amounts from the tax duplicates and not what was on the abstract worksheet and the abstract. The premature production of the abstract worksheets is possibly the reason behind differences in abstract charges occurring at December Settlement.

After the tax duplicates have been calculated, any changes made to tax parcels **must be done** with a Certificate of Error, Auditor's Charges, Auditor's Assessments and Added Assessments. If changes are made without using the appropriate procedure, then at December Settlement the county's computer system will report, as abstract charge amounts, amounts that are different than what was on the abstract worksheet and abstract.

Please, do not delay filing the abstract of taxes. In the past counties have waited to file the abstract of taxes at the same time the June Settlement is filed. This is **unacceptable**; first because the abstract **should be filed and approved** before tax statements are mailed, secondly it is not fair to other counties for us to have to process an abstract when we should be processing June Settlements.

An incentive to file the abstract as soon as possible should be the property tax replacement credit and homestead credit distributions. These distributions are based on the amounts reported on the abstract of taxes and the amounts reported on the abstract generally increase from one year to the next. Distributions made prior to receiving the current year abstract are based on

the prior year abstract. As soon as the current year abstract is approved, then the distributions are based on the current year abstract.

The abstract of taxes is the report of the current and delinquent real estate taxes, current and delinquent utility taxes, current and delinquent non business personal property, current and delinquent business personal property taxes, and delinquent mobile home taxes. **Current mobile home taxes are not reported on the abstract, they are reported as added Charges and Assessments at December Settlement.**

The current taxes reported on the abstract must agree with the assessments, deductions, and current taxes in the real estate, utility, non business personal property and business personal property tax duplicates. Some counties may not have a separate utility tax duplicate. Some counties may include the utility assessments and taxes in the business personal property tax duplicate.

The delinquencies reported on the abstract must agree with the delinquencies in the real estate, utility, personal property, and mobile home tax duplicates, and should also agree with the delinquencies reported at the previous December Settlement plus the penalties added after that settlement.

The assessments and total taxes reported on the abstract are not computed, it is a summary report of the tax duplicates.

Taxing Districts -

If you have a TIF district(s), then they must be listed at the bottom of the abstract. Above the TIF district(s) are the township, town and city taxing districts. These taxing districts are loaded to the abstract worksheet by the Department of Local Government Finance. The abstract worksheet has a specific location at the bottom of the abstract for TIF district(s).

In the following instructions references are made to taxing district lines, and TIF district lines. **Taxing district lines** are the township, town, and city taxing district lines at the top of the abstract. **TIF district lines** are the TIF district lines at the bottom of the abstract.

SECTION 1A
DETAILED INFORMATION:

Section 1A and 1B:

The assessment values and deductions reported in Sections 1A and 1B must agree with the assessment values and deductions in the real estate, utility, non business personal property and business personal property tax duplicates. Some counties may not have a separate utility tax duplicate and utility assessments and taxes may be in the business personal property tax duplicate

Section 1A; Real Estate and Non-Business Personal Property

Section 1A, Column 1

Section 1A, Column 1 is the total residential and nonresidential real estate land value. These amounts must agree with the gross land value from the real estate tax duplicate. Do not show the residential and nonresidential values separately; show them as one amount in column 1. The gross land values are normally in column 1 of the tax duplicate.

Section 1A, Column 2

Section 1A, Column 2 is the total residential and nonresidential real estate improvement value and must agree with the gross improvement value from the real estate tax duplicate. Do not show the residential and nonresidential values separately; show them as one amount in column 2. The gross improvement values are normally in column 2 of the tax duplicate.

Section 1A, Column 3

Section 1A, Column 3 is the total of columns 1 and 2. The abstract worksheet calculates this total.

If there is a TIF district(s) *__do not enter any amounts__* on the TIF district line for columns 1 through 3. The TIF land and improvement increment values are to be included in the land and improvement values reported on the taxing district line of the taxing district where the TIF district is located.

Section 1A, Columns 4 through 12

In Columns 4 through 12, enter real estate deductions. Deduction amounts are entered as positive amounts and are deducted as the taxing district lines are calculated across.

Deduction amounts may have to be obtained from some source other than the tax duplicate. Deduction amounts may not be sufficiently detailed in the tax duplicate to complete Columns 4 through 12 of Section 1A. One source for obtaining the deduction amounts will be the assessor's books, or valuation reports. If a source other than the tax duplicate is used, then **make sure** the total deduction in the other source agrees with the total deductions in the tax duplicates. If they do not agree, the deduction amounts reported in Section 1A will be incorrect and will cause the abstract to be incorrect.

If a deduction(s) exist for your county that is not listed in columns 4 through 12, then contact the Auditor of State's Office for corrective measures.

If there is a TIF district(s), **do not** enter amounts on the TIF district line for columns 4 through 12.

Section 1A, Column 13

If there is a TIF District(s) that includes real estate increment value(s), then the increment value(s) are to be entered in Section 1A, Column 13.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide those values. Questions concerning TIF increment value(s) will have to be directed to the Department of Local Government Finance.

On the **taxing district line** of the taxing district where the TIF District is located, enter the increment value as a **positive amount**. The increment value will be deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF district line** at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On the TIF District line the increment value will be added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the Taxing District line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

Do not use column 13 for anything other than TIF increment value. If there is no TIF district(s) that has real estate increment value(s), then this column will be blank.

Section 1A, Column 14

Section 1A, Column 14 is the net value of real estate and must agree with the net value of real estate from the real estate tax duplicate. The net value is in column 4 of most tax duplicates. Column 14 is obtained by subtracting columns 4 through 13 from column 3. The abstract worksheet calculates this total.

Section 1A, Column 14 of the TIF district(s) line will equal the increment value entered in column 13, except that the amount in column 14 will be a positive amount. The worksheet program calculates this column as long as the increment value was entered on the TIF district(s) line in column 13 as a negative (-) amount.

Taxing districts that have TIF District(s), the amount in column 14 on the taxing district line of the taxing district where the TIF District is located; plus the amount in column 14 on the TIF District line should equal the tax duplicate net real estate value of the taxing district.

Section 1A, Column 15

Section 1A, Column 15 is the personal property other than business personal property. This amount can be obtained from the personal property tax duplicate column 1.

Section 1A, Columns 16 and 17

In columns 16 and 17 enter the personal property other than business personal property deductions. Deduction amounts are entered as positive amounts and are deducted as the taxing district lines are calculated across.

Section 1A, Column 18

If there is a TIF District(s) that includes personal property other than business personal property increment value(s), then the increment value(s) are to be entered in Section 1A, Column 18.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide those values. Questions concerning TIF increment value(s) will need to be directed to the Department of Local Government Finance.

On the **taxing district line** of the taxing district where the TIF District is located, enter the increment value as a **positive amount**. The increment value will be deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF district line** at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On the TIF District line the increment value will be added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the Taxing District line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

Do not use column 18 for anything other than TIF increment value. If there is no TIF district(s) that has personal property other than business personal property increment value(s), then this column will be blank.

Section 1A, Column 19

Section 1A, Column 19 is the personal property other than business personal property net value and must agree with the net value personal property other than business personal property in the personal property tax duplicate. The net value is in column 4 of most tax duplicates.

Section 1A, Column 20

Section 1A, Column 20 is the grand total of the net real estate and non business personal property and must agree with the values in the tax duplicate. The amount in this column is the total of columns 14 and 19. The worksheet calculates this total.

SECTION 1B
BUSINESS PERSONAL PROPERTY AND TOTAL VALUATIONS

Section 1B, Column 21

Section 1B, Column 21 is the state and local assessed utility and railroad values. The values will be found either in a separate utility tax duplicate, or in a section of the business personal property tax duplicate. The values are normally in column 1of the tax duplicate.

Section 1B, Column 22

Section 1, Column 22 is the gross business personal property tax values other than the utility and railroad values. The business personal property values are normally in column 1 of the tax duplicate.

Section 1B, Column 23

Section 1B, Column 23 is the total of columns 21 and 22. The abstract worksheet calculates this total.

If there is a TIF district(s) that includes business personal property tax **do not** enter any amounts on the TIF district line for columns 21 and 22. The TIF increment value is to be included in the values reported on the taxing district line of the taxing district where the TIF district is located.

Section 1B, Columns 24 through 28

Section 1B, Columns 24 through 28 is where the business personal property tax deductions are reported. As with the real estate deductions, business personal property tax deduction amounts may have to be obtained from some source other than the tax duplicate. The tax duplicates may not sufficiently detail the deductions to complete these columns. The other source may be the assessor's book, or valuation reports. If a source other than the tax duplicate was used, then make sure the total deductions in the other source agrees with the total deductions in the tax duplicates; if they do not agree, then the values reported in Section 1B will be incorrect. This will cause the abstract to be incorrect.

The deduction amounts entered in columns 24 through 28 are entered as positive amounts and are subtracted as the taxing district line is calculated across.

If there is a deduction that exists for your county that is not listed in columns 24 through 28, then contact the Auditor of State's Office for corrective measures.

Section 1B, Column 29

If there is a TIF District(s) that includes business personal property increment value(s), then the increment value(s) are to be entered in Section 1B, Column 29.

The increment value(s) can be calculated using either the State Board of Accounts program, manually, or your tax system may provide these values. Questions concerning TIF increment value(s) will have to be directed to the Department of Local Government Finance.

On the **Taxing District** line of the taxing district where the TIF district is located, enter the TIF increment value as a **positive amount**. On this line the increment value is deducted as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

On the **TIF District** line at the bottom of the abstract, enter the increment value as a **negative (-) amount**. On this line the increment value is added as the line is calculated across. Please refer to Part II of this manual "TIF Data Entry" for an example.

In the TIF column the negative increment value on the TIF District line will be subtracted from the increment value on the taxing district line of the taxing district where the TIF District is located. **The grand total of the TIF column will equal zero.**

Do not use column 29 for anything other than TIF increment value. If no TIF district(s) have business personal property increment value(s), then this column will be blank.

Section 1B, Column 30

Section 1B, Column 30 is the net value of utility, railroad and business personal property. The net value in this column must agree with the net value in the utility, and business personal property tax duplicate. The net value is in

column 4 of most tax duplicates. Column 30 is obtained by subtracting columns 24 through 29 from column 23. The abstract worksheet calculates this total.

Section 1B, Column 30 the TIF district(s) line will equal the increment value entered in column 29, except that the amount in column 30 will be a positive amount. The abstract worksheet calculates this column as long as the increment value on the TIF district(s) line in column 29 was entered as a negative amount.

Taxing districts that have TIF District(s), the amount in column 30 on the taxing district line of the tax district where the TIF District is located, plus the amount in column 30 on the TIF District line; should equal the tax duplicate net utility and business personal property value of the taxing district.

Section 1B, Column 31

Section 1B, Column 31 is the grand total of net real estate, non-business personal property, state and local assessment of railroad, utilities and business personal property.

Section 1B, Column 32

Section 1B, Column 32 is where the taxing district total tax rate is entered. The abstract worksheet calculates this by copying the total tax rate from the tax rate area of the worksheet. If there is a TIF district(s), then the tax rate on the TIF District line of Section 1, Column 32 is the total taxing district rate of the taxing district where the TIF District is located. If there is a TIF District and there is no TIF District rate in Column 32, then verify that the TIF District tax rate has been entered. Please refer to Part II of this manual "TIF Data Entry" for an example.

Section 1B, Column 33

Section 1B, Column 33 is where the net residential real estate value eligible for homestead credit is entered. If a homestead credit amount is entered in Section 5, Column 9 for a taxing district, then there **must be** a net residential real estate value entered in Section 1B, Column 33. If there is a TIF District with residential real estate values eligible for homestead credit, then the residential values must be entered in the TIF District line of Section 1B, Column 33.

SECTION FIVE
DETAILED INFORMATION:

Delinquent Taxes and Penalties

The delinquent taxes and penalties that are to be reported in Section 5 Columns 15, 16, 19 and 20 are the delinquent taxes and penalties from the previous December Settlement plus the penalties added after that settlement.

Generally the amounts for this part of the abstract are from fall penalty reports that were produced as a part of the December Settlement. For systems that do not produce such reports, then the amounts are obtained from the previous year tax duplicates.

The delinquent taxes and penalties that are to be reported are the real estate, utility, personal property, and mobile home delinquent taxes and penalties. This part of the abstract is the only part of the abstract where mobile home taxes are included, but only the delinquent taxes and penalties, **the current mobile home taxes are not reported on the abstract**. Current mobile home taxes are reported as added charges at December Settlement.

If there are TIF district(s) that have delinquent increment taxes, then those delinquencies are to be reported on the TIF district lines in the appropriate columns.

Section 5, Column 15

Section 5, Column 15 is where the delinquent real estate, utility, personal property and mobile home tax at the last December settlement is entered. This amount should agree with the total of the delinquent tax carried to the new duplicate column of the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree with the total of lines 25, 26 and 29 of the previous year December Settlement Sheet**.

Section 5, Column 16

Section 5, Column 16 is where the delinquent real estate, utility, personal property and mobile home penalties delinquent at the last December settlement are entered. This column should agree with the total of the delinquent 10% penalty on current first installment, delinquent 10% penalty on former year's taxes and delinquent penalties and interest unpaid columns of the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree with the total of lines 27, 28 and 30 of the previous year December Settlement Sheet.**

Section 5, Column 19

Section 5, Column 19 is where the 10% penalty added on the delinquent second installment of real estate, utility, personal property and mobile home taxes is entered. This column should agree with the total of the 10% penalty on the second installment delinquent column of the previous year real estate, utility, personal property and mobile home tax duplicate. **The grand total of this column should agree, within a rounding difference, 10% of line 25 of the previous year December Settlement Sheet.**

Section 5, Column 20

Section 5, Column 20 is where the 10% penalty added on the delinquent prior year's taxes of real estate, utility, personal property and mobile home taxes is entered. This column should agree with the total of the 10% penalty on delinquent tax unpaid column of the previous year real estate, utility, personal property and mobile home tax duplicates. **The grand total of this column should agree, within a rounding difference, 10% of line 29 of the previous year December Settlement Sheet.**

Section 5, Column 21

Section 5, Column 21 is equal to Section 5, Column 15. The abstract worksheet calculates this column. This column should agree with the total of the delinquent tax carried to the new duplicate column of the previous year real estate, utility, personal property and mobile home tax duplicates and **must** agree with the delinquent tax amount in the current year tax duplicate.

Section 5, Column 22

Section 5, Column 22 equals the total of Section 5, Columns 16, 19 and 20. The abstract worksheet calculates this column for you. This column should also agree with the total of the delinquent penalties and interest carried to the new duplicate column of the previous year real estate, utility, personal property and mobile home tax duplicates and **must** agree with the delinquent penalties amount in the current year tax duplicate.

Section 5, Column 24

Section 5, Column 24 is the total of Section 5, Columns 21 and 22. The abstract worksheet calculates this total.

Section 5 – Grand Total Current Taxes

Section 5, Column 1

Section 5, Column 1 is where the grand total current taxes are entered. The grand total current tax amount includes the gross real estate, non business personal property, utility and business personal property taxes plus the real estate, utility, non business personal property and business personal property statement processing charges, and the late assessment penalties on non business personal property and business personal property.

If there is a TIF District(s), then the current taxes on the TIF increment value is entered on the TIF District line in Column 1 Section 5. The TIF District current tax amount can be calculated by either using the State Board of Accounts TIF program, manually, or your tax system may provide this amount. Please refer to Part II of this manual "TIF Data Entry" for an example.

The amount is calculated manually by dividing the TIF District net value in Section 1B, Column 31 by 100, then multiply that amount times the tax rate in Section 1B, Column 32. **If the calculated TIF current tax amount is not evenly divisible by two, then the amount should be adjusted up or down so that it is evenly divisible by two.**

The current tax amount entered on the taxing district line of the taxing district where the TIF District is located must be reduced by the TIF current tax amount.

The Grand Total Current Tax Amount entered in Column 1 of Section 5 must agree with the Tax Duplicate Gross Tax Amount **including** statement processing charges and late assessment penalties.

If there is a TIF District(s), then the grand total current tax amount entered on the taxing district line of the taxing district where the TIF District is located plus the grand total current tax amount entered on the TIF District line must agree with the tax duplicate gross tax amount including statement processing charges and late assessment penalties.

TESTING THE TAX CALCULATIONS IN THE TAX DUPLICATE

On the grand total line of each of the tax duplicates take the net value of taxable property column of the tax duplicate, and divide it by 100, then take this amount times the total tax rate to get the calculated total gross taxes. Take the calculated total gross tax amount, and divide it by 2.

Net Value ÷ 100 X Total District Tax Rate = Gross Taxes

Gross Taxes ÷ 2 = Gross Tax per Installment

Compare this calculation to the gross tax each installment amount in column 5 of the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing taxes calculated in total to the total of the individual tax statement calculations which is what the grand total of column 5 of the tax duplicate is.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the tax rate you used to test the duplicate calculations is the same rate used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

Section 5, Column 2

Section 5, Column 2 - enter the statement processing charges. The amount entered in this column must agree with the total statement processing charges from the real estate, utility, and personal property tax duplicates.

Section 5, Column 3

Section 5, Column 3, enter the late assessment penalties. The amount entered in this column must agree with the late assessment penalties from the personal property tax duplicate.

Section 5, Column 4

Section 5, Column 4 equals Column 1 less Column 2 and Column 3. The abstract worksheet calculates this total.

Section 5, Column 5

Section 5, Column 5, enter the real estate and non business personal property tax replacement credit. The non business property tax replacement credit entered in column 5 does not include TIF non business property tax replacement credit.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 5 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 7 of the TIF District(s) line. In the TIF District line of Section 5, Column 5 entered the TIF TIR PTRC amount paid by the state. The remaining TIF non business property tax replacement credit is entered on the TIF District line in column 7.

Section 5, Column 6

Section 5, Column 6, enter the business personal property and utility business property tax replacement credit less the business property tax replacement credit on TIF increment. The business property tax replacement credit entered in column 6 does not include TIF business property tax replacement credit. TIF business property tax replacement credit is entered on the TIF District line in column 8.

If your county has TIR (TIF Increment Replacement) the state pays the PTRC on the TIR amounts. If your county has TIR you will need to enter the PTRC amount in Column 6 on the TIF District(s) line. This amount will also need to be subtracted from Section 5, Column 8 of the TIF District(s) line.

Section 5, Column 7

If there is a TIF District(s) where the taxpayers receive non business property tax replacement credit on the non business increment taxes, enter in column 7 on the TIF District line the non business property tax replacement credit as a positive amount.

The TIF District non business property tax replacement credit amount can be calculated by either using the State Board of Accounts TIF program, manually or your tax system may provide this amount.

The non business property tax replacement credit amount is calculated manually by first calculating the gross tax on the non business TIF increment value. The gross TIF non business increment tax is multiplied times the non business property tax replacement credit rate to get the TIF non business property tax replacement credit amount.

The gross TIF non business increment tax is calculated by dividing the value that is on the TIF District line in Column 20, Section 1A by 100 and then multiplying this amount times the tax rate that is in Column 32, Section 1B.

The gross TIF non business increment tax from the above calculation is then multiplied times the non business property tax replacement credit rate in decimal format to get the TIF non business property tax replacement credit amount.

The calculated TIF non business property tax replacement credit amount **must be evenly divisible by 2**. If the calculated amount is not evenly divisible by 2, then the calculated amount must be round up, or down by 1, so that it is evenly divisible.

If there is a TIF district(s) where the taxpayers receive non business property tax replacement credit, then the non business replacement credit entered in Column 5 of Section 5 on the taxing district line of the taxing district where the TIF District is located, plus the non business replacement credit entered on the TIF District line in Column 7 of Section 5 must agree with the tax duplicate total non business replacement credit for the taxing district.

Section 5, Column 8

If there is a TIF District(s) where the taxpayers receive business property tax replacement credit on the business increment taxes, enter in column 8 on the TIF District line the business property tax replacement credit as a positive amount.

The TIF District business property tax replacement credit amount can be calculated by either using the State Board of Accounts TIF program, manually or your tax system may provide this amount.

The business property tax replacement credit amount is calculated manually by first calculating the gross tax on the business TIF increment value. The gross TIF business increment tax is multiplied times the business property tax replacement credit rate to get the TIF business property tax replacement credit amount.

The gross TIF business increment tax is calculated by dividing the value that is on the TIF District line in Column 30, Section 1B by 100 and then multiplying this amount times the tax rate that is in Column 32, Section 1B.

The gross TIF business increment tax from the above calculation is then multiplied times the business property tax replacement credit rate in decimal format to get the TIF business property tax replacement credit amount.

The calculated TIF business property tax replacement credit amount **must be evenly divisible by 2**. If the calculated amount is not evenly divisible by 2, then the calculated amount must be round up, or down by 1, so that it is evenly divisible.

If there is a TIF District(s) where the taxpayers receive business property tax replacement credit, then the business replacement credit entered in Column 6 of Section 5 on the taxing district line of the taxing district where the TIF District is located, plus the business replacement credit entered on the TIF District line in Column 8 of Section 5 must agree with the tax duplicate total business replacement credit for the taxing district.

Separation of TIF Property Tax Replacement Credit

The reason TIF replacement credit is entered in a separate column is that the state **does not** pay replacement credit on TIF taxes. The replacement credit entered in Columns 5 and 6 of Section 5 is the replacement credit amount that replacement credit distributions will be based on. The replacement credit entered in Columns 7 and 8 of Section 5 is the replacement credit the taxpayers receive on the TIF increment taxes that will not be paid by the state. If taxpayers in a TIF District receive replacement credit, then no one pays the replacement credit, because the taxpayers do not pay this amount of taxes since their taxes have been reduced by the replacement credit and the state does not pay replacement credit on TIF taxes. Consequently, the distribution made to the redevelopment commission at settlement time will be reduced by the amount of the property tax replacement credit that the taxpayer received.

The **only entries** in Columns 7 and 8 of Section 5 **will be on the TIF district lines**. There should **not** be any entries in Columns 7 and 8 of Section 5 on the taxing district lines. The TIF replacement credit amount is to be entered on the TIF District line, not on the taxing district line of the taxing district where the TIF District is located.

No TIF Property Tax Replacement Credit

If taxpayers in a TIF District do not receive replacement credit or in other words taxpayers pay 100% of the tax rate, then no replacement credit is entered in Columns 7 and 8 of Section 5 on the TIF district line and the distribution at settlement time to the redevelopment commission does not get reduced by the replacement credit.

TESTING THE TAX DUPLICATE NON BUSINESS PROPTERY TAX REPLACEMENT CREDIT AMOUNT

To test the non business replacement credit calculations in the tax duplicates do the following calculation on the grand total line of each of the tax duplicates. Take the gross tax each installment column of the tax duplicate times the non business property tax replacement credit rate to get the calculated non business property tax replacement each installment.

Gross Tax Each Installment X Non Business Property Tax Replacement Credit Rate = Non Business PTRC Credit Amount per Installment

Compare this calculation to the non business property tax replacement credit each installment amount in the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing the replacement calculated in total to the total of the individual tax statement calculations which is what the replacement amount in the tax duplicate is.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the non business replacement credit rate used to test the duplicate calculations is the same non business replacement credit used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

TESTING THE TAX DUPLICATE BUSINESS PROPERTY TAX REPLACEMENT CREDIT AMOUNT

To test the business replacement credit calculations in the tax duplicates do the following calculation on the grand total line of each of the tax duplicates. Take the gross tax each installment column of the tax duplicate times the business property tax replacement credit rate to get the calculated business property tax replacement each installment.

Gross Tax Each Installment X Business Property Tax Replacement Credit Rate = Business PTRC Credit Amount per Installment

Compare this calculation to the business property tax replacement credit each installment amount in the tax duplicate. The two amounts should differ by a small amount, and this small difference is the rounding difference that results from comparing the replacement calculated in total to the total of the individual tax statement calculations which is what the replacement amount in the tax duplicate is.

If the difference is larger than what would be expected from rounding, then recheck the calculations. Make sure the business property tax replacement credit rate used to test the duplicate calculations is the same business property tax replacement credit used to calculate tax statements, and it is the same rate certified by the Department of Local Government Finance.

Section 5, Column 9

In Section 5, Column 9, enter the real estate State Homestead Credit amount. For COIT and CEDIT HSC counties, the amount on the tax duplicate will mostly like be the total of STATE plus the COIT and or CEDIT total. **The amount entered in column 9 will be the STATE portion only**. The instructions on how to separate the STATE and COIT/CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF district(s) that has homestead credit on TIF increment taxes, then the TIF state homestead credit amount is entered on the TIF district line in Column 9 of Section 5. **The amount entered on the TIF district line in column 9 will be the STATE portion only**. The instructions on how to separate the STATE and COIT/CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The state **does pay** homestead credit on TIF increment taxes and homestead credit distributions will be based on the grand total of Column 9 of Section 5.

The grand total of Column 9, Section 5 should be the same amount that is on Line 1 of the Abstract Cover Sheet.

Section 5, Column 10

In Section 5, Column 10, enter the real estate COIT homestead credit amount. **This column only applies to COIT counties who have added homestead credits**. For COIT counties, the amount on the tax duplicate will mostly like be the total of STATE plus the COIT total. **The amount entered in column 10 will be the COIT portion only**. The instructions on how to separate the STATE and COIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The COIT homestead credit **does apply** to TIF increment taxes and COIT homestead credit distributions will be based on the grand total of Column 10 of Section 5.

The grand total of Section 5, Column 10 should be the same amount that is on Line 2 of the Abstract Cover Sheet.

Section 5, Column 11

In Section 5, Column 11, enter the real estate CEDIT homestead credit amount. **This column only applies to CEDIT counties who have added homestead credits**. For CEDIT counties, the amount on the tax duplicate will mostly like be the total of STATE plus the CEDIT total. **The amount entered in column 11 will be the CEDIT portion only**. The instructions on how to separate the STATE and CEDIT homestead credit amounts are located in Part III of this manual.

If there is a TIF District(s) that have homestead credit, then the homestead credit entered on the **Taxing District** line of the taxing district where the TIF District is located **must be reduced** by the homestead credit amount entered on the **TIF District** line.

The CEDIT homestead credit **does apply** to TIF increment taxes and CEDIT homestead credit distributions will be based on the grand total of Column 11 of Section 5.

The grand total of Section 5, Column 11 should be the same amount that is on Line 3 of the Abstract Cover Sheet.

> # NOTE
>
> **<u>All</u> counties will have the STATE HSC but your county could have up to all three STATE, COIT and CEDIT Homestead credit amounts**

TESTING THE TAX DUPLICATE HOMESTEAD CREDIT AMOUNT

On the taxing district's final real estate page take the total net residential value and divide it by 100 and multiply times the taxing district total tax rate to get the gross residential real estate property tax amount. Then multiply the gross residential real estate property tax amount times the non business property tax replacement credit rate to get the property tax replacement credit amount on residential real estate taxes. Subtract the residential property tax replacement credit amount from the gross real estate residential property tax amount to get the net residential real estate property tax amount. Multiply the net real estate residential property tax amount times the total homestead credit rate to get the calculated homestead credit amount. Divide the calculated homestead credit amount by 2 to get the per installment calculated amount.

**Net Residential Value X Tax District Rate =
Gross Residential Property Taxes**

**Gross Residential Property Taxes X Non Business PTRC Rate =
PTRC on Residential Property Taxes**

**Gross Residential Taxes – Residential PTRC Property Tax Amount =
Net Residential Property Tax Amount**

Net Residential Property Taxes X TOTAL HSC Rate = HSC Amount

Compare the calculated amount to the tax duplicate amount. The two amounts will differ by a small amount, which is a rounding difference. If the two amounts differ by more than a small amount, then recheck the calculations and verify that the homestead credit rate used to calculate tax statements is correct.

Section 5, Column 12

Section 5, Column 12 is equal to Section 5, Column 1 less Columns 5 through 11. The abstract worksheet calculates this column for you.

Section 5, Column 25

Section 5, Column 25 equals Column 1 of Section 5 plus Column 24 of Section 5. The abstract worksheet calculates this column for you.

SECTIONS 2 THROUGH 4

Sections 2 through 4 are the sections where the apportionment of the Column 1 Section 5 amount is shown. The Column 1 Section 5 (Grand Total Current Taxes) amount is apportioned to each fund based on each individual fund rate.

The abstract worksheet calculates the Sections 2 through 4 amounts using the tax rates that were entered by the Department of Local Government Finance in the tax rate section of the abstract worksheet.

TESTING SECTION 2 THROUGH 4
APPORTIONMENT CALCULATIONS

To calculate the apportionment's manually the Column 1 Section 5 amount is divided by the taxing district total tax rate, the amount from this calculation is multiplied times each individual fund rate to get the amount for each fund. The next step is to total the individual fund amounts and compare the total to the Column 1 Section 5 amount.

Section 5, Column 1 ÷ Tax District Total Rate = Allocation Amount

Allocation Amount X Individual Fund Rate = Fund Amount

Total of Fund Amounts = Section 5, Column 1 within rounding

The two amounts may differ by a few cents, if the two amounts do differ by a few cents, then it is due to rounding and the county general fund amount is adjusted by the rounding difference. If the two amounts differ by more than a few cents, then the calculations need to be rechecked.

At the end of the abstract worksheet there is a review area column and a difference column for the county general fund. It is in these columns where the rounding difference adjustments that have been made to the county general fund are shown.

If there is a TIF district(s), then the Column 1, Section 5 amount on the TIF District line will be allocated between the TIF column (column 25) in Section 4 and TIF Tax Replacement Levy column (column 19) in Section 4. If your county does not have TIF Tax Replacement Levy, then Column 1, Section 5 will be the amount from the TIF column (column 25) of Section 4.

NOTE: Not all TIF Districts will have a TIF Tax Replacement Levy. You will know if there is a rate, because the DLGF will certify a TIF Tax Replacement Levy rate if one exists.

The allocation between the TIF column (column 25) in Section 4 and the TIF Tax Replacement Levy column (column 19) in Section 4 will be based on the TIF tax rate and the TIF Tax Replacement Levy rate you entered when you entered TIF tax rates (see PART II of this manual). The only entries in Sections 2 through 4 on the TIF district lines will be in the TIF column (column 25) in Section 4 and if there is a TIF Tax Replacement Levy, then in the TIF Tax Replacement Levy column (column 19) in Section 4.

The only entries that should be in the TIF column (column 25) in Section 4 will be on the TIF district lines. There will be entries on both the TIF District lines and the taxing district lines in the TIF Tax Replacement Levy column (column 19) in Section 4.

COVER SHEET

The abstract cover sheet is to be completed, including the homestead credit schedule, and signed by the county auditor.

Line 1 of the homestead credit schedule, enter the grand total of Section 5, Column 9.

Line 2 of the homestead credit schedule, enter the grand total of Section 5, Column 10. Line 2 of the Cover Sheet and Section 5, Column 10 only applies to COIT counties who have added homestead credits. Please see the instructions for Section 5, Column 10.

Line 3 of the homestead credit schedule, enter the grand total of Section 5, Column 11. Line 3 of the Cover Sheet and Section 5, Column 11 only applies to CEDIT counties who have added homestead credits. Please see the instructions for Section 5, Column 11.

Line 4 of the homestead credit schedule is the total of lines 1 through 3.

The Cover Sheet contains information on all five sections. This information explains what combination of columns equals other columns in each of the sections. These instructions can serve as a quick reference when you are trying to determine what columns are combined for the totals.

NOTE: The abstract worksheet calculates all total columns.

FILING ABSTRACT WITH STATE AUDITOR

The abstract worksheet is to be filed with the Auditor of State's Office as soon as possible, after the tax duplicates are completed.
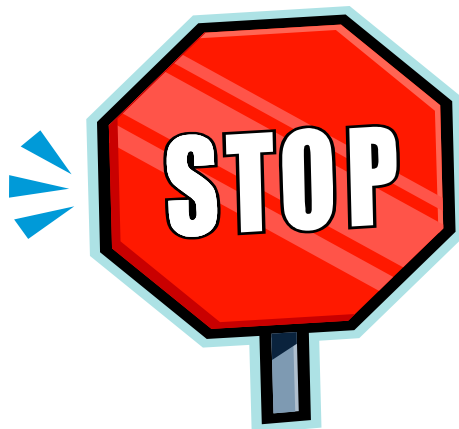
> ### *The abstract worksheet is to be approved prior to mailing tax statements*.

For approval and to expedite the approval process, please email the abstract worksheet to alyeabs@audlan.state.in.us and copeje@audlan.state.in.us.

If you do not have email, then send the abstract worksheet on diskette, or CD-ROM to:

> **Auditor of State**
> **Settlement Director**
> **Room 237 B**
> **State House**
> **Indianapolis, IN 46204**

The Auditor of State's Office prints hard copies of the abstract worksheet once the abstract has been approved by the Auditor of State's Office. The official approval letter of the abstract will be sent to the county when we have received a signed coversheet and two tax rate sheets from your county.

NOTES